

## X. ANNUAL CONFIDENTIAL REPORT & OPEN PERFORMANCE REPORT

**Government of West Bengal  
Home Department  
General Administration Branch**

**MEMORANDUM**

No. 573-G.A.C.

Dated, Calcutta, the 24<sup>th</sup> May, 1973

Sub : Filling in the column of "Assessment of Integrity" in the Annual Confidential Report Form — Instructions regarding

In the annual confidential report form there is a column for "General Remarks" which includes integrity, character, physical fitness and other special qualifications etc. It has now been decided that there should be a specific and separate column on integrity as follows in the annual confidential report form :-

"Assessment of integrity

(If any thing adverse has come to your notice, please specify it also)"

2. The following instructions are issued in regard to filling in the column on "Assessment of integrity" :-

- i) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicions should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Vigilance Commission. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilised for filing the column on integrity.
- ii) If the column cannot be filled on account of the unconfirmed nature of the suspicions, the column should be left blank and a separate secret note about the doubts and suspicions regarding the officer's integrity should be recorded and followed up.
- iii) A copy of the secret note should be sent together with the annual confidential report to the next superior officer who should ensure that the follow up action is taken with due expedition.
- iv) If as a result of the follow up action an officer is exonerated, his integrity should be certified and an entry made in the report form. If suspicions regarding integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.
- v) There may be occasions when a reporting officer cannot, in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when an Officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely, or when the officer has worked under the reporting officer only for a brief period or has been on long leave etc. In such cases the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to any definite remark or that he has heard nothing against the officer's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement, about the integrity of those working under him so that he may be able to make a positive statement.
- vi) There may be cases in which, after a secret report/note has been recorded expressing suspicion about an officer's integrity, the enquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the officer's conduct should be watched for a further period, and in the meantime he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices.

3. These instructions should be brought to the notice of all reporting and reviewing authorities for guidance. It is to be noted that an adverse remarks made about the integrity a Government servant should be communicated to him alongwith other adverse remarks recorded in the annual confidential report.

A. Niyogi,  
Chief Secy. to the Govt. of West Bengal.

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**Government of West Bengal**  
**Home Department**  
**General Administration.**

**MEMORANDUM**

No.339-GAC(Vig)

Calcutta, the 28<sup>th</sup> May, 1973.

Subject : Government Servants having doubtful integrity. – Instructions regarding grant of promotion and extension/re-employment.

The Committee on Prevention of Corruption have, inter alia, made the following recommendations in their Report :

- i) Great care should be exercised in selecting officers for appointment to high administrative posts. Only those whose integrity is above board should be appointed to such posts.
- ii) At the time of making selections from non-gazetted ranks for the first time, all those whose integrity is doubtful should be eliminated.
- iii) Every Officer whose duty it is to sponsor a name for promotion should be required to record a certificate what he had seen the record of service of the Government servant and is satisfied that the Government servant concerned is a man of integrity.
- iv) An essential condition for the grant of extension or re-employment should be that the person concerned has had a good reputation for integrity and honesty. If this condition is not fulfilled, the person concerned should not be considered eligible for grant of extension or re-employment.

2. The above recommendations have been accepted by Government. It has been decided that an officer who does not have a reputation for honesty should not be placed in a position in which there is considerable scope for discretion. The authority concerned should, before recommending an officer for appointment to a responsible post where there is considerable scope for discretion, take into account all relevant factors regarding his integrity and reputation for honesty and impartiality. It has also been decided that whenever cases of officers are being considered for promotion to high administrative posts or to gazetted posts from non-gazetted rank, the selecting authorities should give particular attention to the integrity of the individuals concerned and all those whose integrity is not above board should not be promoted to such posts. Similarly, whenever a proposal for grant of extension of service or re-employment to an officer is under consideration, the officer's C.C.R. and personal file should be carefully scrutinised and all other relevant information available should be taken into account to judge whether the officer has a good reputation for honesty and integrity. In cases where the officer is not considered to have a good reputation for honesty and integrity, he should not be considered eligible for grant of extension or re-employment in service.

3. For the purpose mentioned above, the competent sponsoring authority should satisfy itself and record a certificate as follows :

“Having scrutinised the confidential character roll and personal file of Shri/Shrimati ..... who is known to me for ..... years and having taken into account all other available information, I certify that he/she has a good reputation for integrity and honesty.”

4. This should be brought to the notice of all Heads of Departments/Offices for information and guidance.

A. Niyogi  
Chief Secretary to the Government of  
West Bengal

**Government of West Bengal  
Home Department  
General Administration**

**MEMORANDUM**

No.587-GAC(Vig)

Calcutta, the 25<sup>th</sup> May, 1976.

One of the criteria for considering premature retirement of Government servants under rule 75 (aa) of the West Bengal Service Rules, Part-I, as laid down in this Department Memo No.510-GAC dated 16<sup>th</sup> May, 1973 and Memo No.949-GAC dated 07.08.1975, is "doubtful integrity". It is necessary that sufficient grounds be adduced in the records to justify the action taken in retiring a Government servant under that rule on the ground of doubtful integrity.

2. It is for the Head of the Department/Appointing authority to come to a decision on the integrity of a Government servant on the basis of the reports in his C.C.R. and other records and the general reputation about his honesty and integrity. As regards assessment of integrity for recording in the C.C.R. instructions have been issued in this Department Memo No.573-GAC dated the 24<sup>th</sup> May, 1973. The materials available with the Department/Office need be supplemented by the opinion of the Vigilance Commission in case any secret enquiry is being made by the Commission or any departmental proceeding is under enquiry against the concerned Government servant.

3. As regards Government servants against whom inquiries are pending, the integrity certificate should not ipso facto be withheld. The Head of the Department/Appointing authority should examine each case with reference to the nature and gravity of the charges, the evidence available on the basis of the investigation/enquiry made upto that time and the known arguments of defence of the impugned Government servant etc., in order to come to a decision about his integrity. It will therefore be necessary to obtain the opinion of the Vigilance Commission to supplement the information available with the Department/Office.

4. For the above reasons, the Vigilance Commission should be consulted in connection with review of cases of Government servants under rule 75(aa) of the West Bengal Service Rules, Part-I. Consultation with the Commission was already enjoined in making promotions and granting extension/re-employment vide this Department Memo No.339-GAC(Vig) dated 28.05.73 read with Memo No.573-GAC dated 24.05.73. Consultation with the Commission should also be made, where necessary, in the matter of grant of pension. While making a reference to the Commission, the departmental authorities will indicate the cases in which an enquiry or a proceeding has been made or is being made against a Government servant on allegations/charges of lack of integrity within the knowledge of the departmental authorities. Particulars about the Government servants about whom a reference is to be made to the Commission should be given in the annexed proforma.

5. This may be communicated to all Heads of Departments and offices.

B.R. Gupta,  
Chief Secy. to the Govt. of  
West Bengal.

To  
The \_\_\_\_\_ Deptt. of this Govt.  
(All Departments)

**PROFORMA**

Full name of the Officer	Designation and posting for the last 3 years.	If on deputation name of his parent organisation.	Remarks (P1. Quote reference, if any, to & from Vig. Commission, reg-the officer)
1	2	3	4

**Government of West Bengal  
Finance Department  
Audit Branch**

No.3940(280)-F.

Calcutta, the 28<sup>th</sup> March, 1978.

**MEMORANDUM**

Sub : Principles to be followed in matter of confirmation and promotion of Class-III & Class-IV employees.

Serious questions have been raised with regard to the system of keeping Annual Confidential Reports of Class-III employees. Government will soon consider the introduction of an alternative system wherein an objective assessment of work performed by these employees may be made. Pending introduction of such a system, the Governor has been pleased to decide, in supersession of previous orders, that confirmation, selection and promotion to higher grades of Class-III and Class-IV services and posts should be on the basis of seniority, and not on the basis of their Annual Confidential Report, except in the case of a Government servant;

- a) Against whom-
    - i) Charges have been established through departmental proceedings;
    - ii) Departmental proceedings are going on;
    - iii) a criminal case involving moral turpitude is pending in a court of law;
    - iv) Charges of corruption are under investigation, and in respect of whom the Head of the Department/Appointing Authority comes to a decision on the basis of reports available that there is a prima facie case for instituting departmental proceeding or a criminal case. In such a case, however, one promotion post should be kept reserved for the employee so that he can be given the promotion if such departmental proceeding/criminal case is not instituted within three months from the date of promotion of his juniors and further when the question of substantive appointment arises such an employee should be given preference over persons who were junior to him; or
  - b) Who has got such physical or mental deformity as to seriously impair his efficiency.
2. The above principles would apply, mutatis mutandis, also to appointments to Selection Grades in Class-III and Class-IV services and posts.
3. Where the rules regulating recruitment to any Class-III or Class-IV Services or posts require the passing of any academic, departmental or other examinations for confirmation, selection or promotion to any Class-III or Class-IV services or posts, this order shall not be construed to relax any such requirement of the rules in force.

A. K. Sen  
Chief Secretary to the  
Government of West Bengal.

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**Government of West Bengal  
Finance Department  
Audit Branch**

No.5791-F

Dated the 11<sup>th</sup> June 1980

Sub : Performance Report relating to Govt. Employees.

In continuation of Finance Department memo no. 3940(280)-F dated 28.03.78, the undersigned is directed by the order of the Governor to say that the Governor has been pleased to prescribe the following procedure for the writing of performance reports :-

- a) The existing system of Annual Confidential report will be replaced by a system of open reports.
- b) The report will be written six monthly in place of annually as at present. The first report will be written immediately after the 31<sup>st</sup> March 1981.

c) The report will contain factual information regarding

i) Regularity in attendance.

This will cover both punctuality and regularity. Attendance will include attendance to duty, work/work place in cases where under any exceptional circumstances signing of attendance register regularly is not possible. In such cases the supervising or controlling officer, as the case may be, will device procedure for record of attendance to duty/work/work place.

N.B. Absence on leave for Trade Union work by the Office bearers of Federative Bodies/associations/Unions of the officers duly communicated by the concerned Trade Union should be regarded as irregularity in attendance or absence.

ii) Performance of duty :-

The nature of reports will depend on the nature of the job and the Administrative Department will involve their own points on the basis of the forms prescribed in **Appendix-I** which should give a clear objective assessment of work. Subjective assessment should be totally avoided.

d) The first copy of report will be shown to the concerned officer, his signature taken, and the officer will be allowed scope of representation within 30 days from the date on which the officer will be intimated about the report. Any officer deserving to represent anything regarding the report concerning him shall do so in writing to the officer next higher to the reporting officer and the final decision on the representation will be taken by the Head of the department after obtaining the comments of the reporting officer and he will countersign the report only after his final decision on the representation. The Head of the department may also allow personal hearing if so asked for, by the representing officer in his written representations.

If the Head of the department is the reporting officer, the final decision will be taken by the next higher authority.

The report will be written in Bengali at least in case of Group 'D' and Group 'C' employees.

2. The Governor has been further pleased to decide that the principle of seniority as laid down in the memo aforesaid will continue to operate in general in respect of all matters referred to herein and departure from the same may be made in matters of promotion in cases where on the basis of the six monthly reports it is found that in respect of either or both the attendance and performance, the concerned officer is not discharging his duties even at the qualifying minimum level. For this purpose the authorities will consider maximum of five such six monthly reports.

3. The provision of above paragraph will not however apply to cases of promotion made through the Public Service Commission. Further, the provision of this paragraph will become operative from the 1<sup>st</sup> January 1981, and till then promotion will be made on the basis of existing rules and orders.

4. The performance report of the employees will generally be in the form prescribed in Appendix-I. The departments will make suitable changes in the form depending on nature of work done by a particular category of employees.

5. The Governor is also pleased to decide that the exception as in a i) of the Finance Department Memo No.3940(280)-F dated 28.02.73 will remain operate for 5 years from the date of issue of orders imposing the punishment after completion of the departmental proceedings unless otherwise stated in the orders. This however will not apply in the case of established charges of corruption.

6. These orders will not apply to the members of the WBCS(Ex) and (Judicial) and other allied executive, administrative, medical and engineering and educational services. In these cases the present system will continue. The cases governed by the Police Regulations, Bengal, Police Regulations, Calcutta, The Jail code and the All India Service Rules will also be outside the purview of these orders.

A.K. Sen,

Chief Secy. to the Govt. of West Bengal

#### **APPENDIX-I**

#### **Performance Report for the year 19 .**

January ..... June .....  
July ..... December .....  
Name of the Officer .....  
Designation & Office .....

Attendance

1. No. of occasions of late attendance or early :  
departure during the six monthly period.
2. No. of days absence during the six monthly :  
period.
3. Percentage of late attendance or early :  
departure taking into account the total  
working days for six months.
4. Percentage of days of absence taking into :  
account the total working days for six  
months.

Disposal of work load

1. Amount of work-load given to the officer :  
(work-load to be specified whether receipts,  
issues, files, field-work etc.) and also to be  
noted whether it is fairly allocated.
2. Amount of work-load performed by the :  
officer within the scheduled/reasonable  
time.

Preciseness in performance of work

1. Percentage of work correctly performed :
2. Percentage of work not correctly performed :

\* Leave on medical ground and leave previously sanctioned are not to be counted.

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**Government of West Bengal  
Finance Department  
Audit Branch**

No.28-F

Calcutta, the 2<sup>nd</sup> January, 1987

**MEMORANDUM**

Subject : Performance Report relating to Govt. employees.

The undersigned is directed by order of the Governor to say that after careful consideration of the matter the Governor has been pleased to make the following amendments in Finance Department Memo No.5791-F, dated 11.06.80 as amended in Finance Department Memo No.3118-F, dated 20.04.81 (hereinafter referred to as the said Memorandum) namely :-

**AMENDMENT**

For Note below paragraph 2 of para 1 of the said Memorandum substitute the following –

“Note – The qualifying minimum level of performance of each post will be as decided by the respective Departments in respect of posts peculiar to those Departments by separate orders to be issued by them in consultation with the Department if necessary. For certain aspects of the minimum level of performance of all posts and for certain posts common to many departments such qualifying minimum level of performances will be laid down by this department in consultation with other departments if necessary. In the matter of attendance for all posts the qualifying minimum level shall be 70 (seventy) per cent.”

R.N. Sengupta  
Chief Secretary to the  
Government of West Bengal.

**Government of West Bengal  
Home (P & AR) Department**

**MEMORANDUM**

No. 934-PAR (WBCS)/5M-155/84.

Calcutta, the 23<sup>rd</sup> March, 1988.

Sub : General instructions regarding the writing and communication of Annual Confidential Reports of the West Bengal Civil Service (Exe.) Officers.

The absence of clear guidelines in the matter of writing and transmission of A.C.Rs of WBCS (Exe.) Officers has been engaging the attention of Govt. for some time. After careful consideration the following guidelines are issued in the matter.

1.
  - i) A confidential Report should be written every year in the form specified by the Govt. in this regard, from time to time, separately for each year ending on 31<sup>st</sup> March.
  - ii) A confidential report should also be written when either the Reporting Authority or the Officer reported upon relinquishes charge of the post. In such a case, it should be written at the time of relinquishment of the charge of the post or immediately thereafter.
  - iii) Where more than one confidential reports are written on an officer during the course of a financial year, each report should indicate the period to which it pertains.
2. In respect of the Officers on probation such reports should be written every six months for the first two years of their service with particular reference to their fitness for the services.
3.
  - i) The report should be initially written by the Reporting Authority, reviewed by the countersigning officer or Reviewing authority and accepted by the Head of the department or Accepting Authority as designated from time to time in such manner as he may deem fit and proper. The Reporting Authority except in cases where the Government otherwise specify should mean the officer immediately superior during the period in question, to the officer whose confidential report is being written. The countersigning officer or Reviewing Authority unless the Govt. specifies it otherwise should mean the officer immediately superior to the Reporting Authority during the period covered by the confidential report. The Accepting Authority or the Head of the department unless the Govt. specifies otherwise, should mean the officer immediately superior to the countersigning officer or Reviewing Authority for the period covered by the confidential report. In addition to what has been stated in, Home (P & AR) Department's circular No.1849(19)-PAR (WBCS) dt. 20/03/86 outlining the three levels in respect of B.D.Os and Deputy Magistrates and Dy. Collectors posted at the Sub-divisions and the District Head-Quarters, the Reporting / Countersigning/Reviewing and Accepting Authority or Head of the Department of WBCS (Exe.) Officers shall be such as may be prescribed by the Govt. from time to time.
  - ii) The report in respect of a WBCS (Exe.) Officer who is in any department should be initiated by the officer under whose immediate administrative control he is working during the period for which the report is written and should be routed through the next higher officer to the Secretary of the Department, or as the Govt. specifies in this regard. Unless otherwise specified in any Govt. Order, the report in respect of a WBCS (Exe.) Officer serving in any local authority, a public undertakings, a company should be initiated by the Officer under whose immediate administrative control he is working during the period for which the confidential report is written and should be routed through the next higher officer to the Secretary of the administrative Department who shall be the Head of the Department/Accepting Authority or as the Govt. may direct.
4.
  - (i) The Reporting Authority, the Countersigning Authority/Reviewing Authority, the Head of the Department or the Accepting Authority should sign the report and indicate his name and designation in block letters below the signature.
  - ii) The name and designation of the officer in respect of whom the report is recorded should be specified in full as per civil list.
  - iii) The A.C.R. for a year should be written and transmitted by the Reporting Authority to the Countersigning authority/Reviewing authority by 30<sup>th</sup> June next.

iv) After recording his remarks the Countersigning Authority/Reviewing Authority/ Accepting Authority should transmit the confidential report to the next higher authority or to the Govt. by 31<sup>st</sup> July or 31<sup>st</sup> August next as the case may be. Where an authority acts in more than one capacity, he shall transmit the A.C.R. to the next higher authority or to the Govt. as the case may be.

v) The Home (P&AR) Department who shall be the custodian of the A.C.Rs shall review the position from time to time so as to procure all A.C.Rs by 31<sup>st</sup> August.

The Reporting Authority, the countersigning officer/Reviewing authority and the Head of the Office or Accepting authority, as the case may be, should write, countersign/review and accept the A.C.R. of an officer, if he has seen the performance of the officer for at least three months of a year.

If any of the officers at any of the above levels has not seen the performance of an officer for at least three months during a year, the process should start at the next higher level. In case the above stipulation is not fulfilled, a note to that effect should be entered in the A.C.R. before passing it on to the next authority.

A person is not competent to write, countersign or accept the A.C.R. of an officer, after he has retired from Govt. service or has in other cases demitted office.

Where the Head of office or Accepting Authority writes or countersigns/reviews a report, it will not be necessary to further review or accept the report, provided that the A.C.Rs of the Officers holding the post of a Deputy Secretary and above shall be countersigned by the Departmental Minister, vide Home (P&AR) Department's Order No.2125-P&AR(c) dated 24.09.76.

**Communication of adverse/critical remarks :**

5. i) Any remark in the A.C.R. of an officer which in the opinion of the Govt. is adverse or critical should be communicated to the affected officer in writing by the Govt., within three months of receipt of the confidential report, and a note to this effect should be recorded in the confidential report files. The name of the officer who has recorded adverse remarks should not be communicated to the officer reported upon.

ii) An Officer may represent to the Govt. against the adverse remarks communicated to him within three months of the date of its receipt by him or within such other extended date as the Govt. may allow.

iii) The Govt. after consulting the Reporting Authority, the countersigning authority/ Reviewing Authority and the Accepting Authority (Head of office), as may be necessary, consider the representation and pass order on it as early as possible :-

a) rejecting the representation;

b) toning down or substituting the remarks; or

c) expunging the remarks.

d) The Order passed by the Govt. should be final and the officer should be suitably informed. The necessary change in the A.C.R. should be effected under attestation by the proper authority.

iv) A remark recorded by an officer in the confidential report should prevail unless it is contradicted by any of the higher authorities to whom it is required to be submitted or modified under para 5(iii).

6. A register in the following proforma should be maintained by the Department to record and watch the timely receipt of the Annual Confidential Reports and their final disposal. The names of officers may be arranged according to the year of appointment and in order of seniority in the WBCS (Exe.), as far as practicable and more or less 10 (ten) pages serially numbered are to be allotted to each.



**Register on Annual Confidential Report of WBCS (Exe.) Officers :-**

1. Name of the Officer,
2. Date of birth,
3. Date of appointment to I.A.S./resignation/voluntary retirement etc.
4. Date of superannuation.

Year to which the report belongs with description of the Reporting authority	Particulars of receipt	Adverse remarks, if any, communicated on	Representation, if any, against the adverse remarks received on	Final Order Passed on	Remarks
1.	2.	3(a)	3(b)	3(c)	4.

Sd/- Illegible  
Secretary to the Govt. of West Bengal

No.934/1(100)-PAR(WBCS)

Date 23<sup>rd</sup> March, 1988.

3) Copy to D.M., .....

Sd/- Illegible  
Jt. Secretary to the Govt. of West Bengal

●  
**Government of West Bengal**  
**Office of the Board of Revenue, West Bengal**  
**Section-B(I) : Branch-APPTT.**

Memo No. 9421-Appdt.  
147/90

Dated Calcutta, the 6<sup>th</sup> October, 1990

**MEMORANDUM**

Sub : Initiation of ACRs in respect of DLLROs, Dy. DLLROs & SDLLROs.

In partial modification of Land & Land Reforms Department's Memo No.635(18) Estt. Dated 06.03.85, so far as it relates to the initiation of ACRs in respect of DLLROs, Dy. DLLROs, the undersigned is directed to say that the following procedure shall be followed in the matter of drawing up of ACRs in respect of DLLROs, Dy. DLLROs and SDLLROs :-

Sl. No.	Designation	Reporting Officer	Reviewing officer	Accepting Authority	Remarks
1	2	3	4	5	6
1.	D.L.L.R.Os	a) D.M. b) D.L.R. & S	Divisional Commissioner L.R.C.	Member Member	Two separate sets of ACRs are to be drawn.
2.	Dy. D.L.L.R.Os	D.L.L.R.O.	DLR & S	LRC	—
3.	S.D.L.L.R.Os	a) D.L.L.R.O. b) D.L.L.R.O.	DLR & S Collector	LRC LRC	Two separate sets of ACRs are to be drawn.

2. While reviewing the second set of A.C.R. in respect of S.D.L.L.R.O., the Collector will keep in view the report of the S.D.O. on the performance of the S.D.L.L.R.O.

N. K. Raghupathy  
Secretary  
Board of Revenue, West Bengal.

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Joint Land Reforms Commissioner, West Bengal**

Memo No.700/14383-14400/BII/93

Dated, Alipore, the 6<sup>th</sup> Oct, 1993

From : Shri P.K. Agrawal, I.A.S.  
Director of Land Records & Surveys &  
Joint Land Reforms Commissioner, West Bengal.

To : The District Land & Land Reforms Officer .....

Sub : Regular drawal of Open Performance Report in Govt. offices under Land Reforms Administration.

Subject to introduction of an alternative system of objective assessment on performance of Govt. employees, Govt. decided, as a temporary measure, to maintain the course of confirmation, selection and promotion mainly on the basis of seniority in service except those cases where departmental/criminal cases were involved or in the case of physical/mental deformity of a probable candidate barring his normal efficiency.

2) After careful consideration of all possible aspects related to betterment of standard/quality in service, Govt. formulated a policy of individual assessment in respect of each of the employees (other than the employees under Group 'A' category) in the form of Open Performance Report on the basis of (i) punctuality and regularity in attendance and (ii) standard/quality of work allotted to each so as to extend a scope to the employees towards gradual betterment in respect of both the aspects as consultation of Open Performance Reports is an essential factor at the point of promotion etc.

3) But, unfortunately, a common mis-conception has developed among the employees of all circles that proposals for promotion etc. will be considered purely on the basis of seniority in service; as a result regular drawal of Open Performance Report by the sectional heads/in charges at all levels is left almost suspended to the disadvantages of public interest and the employees do not seem to feel to achieve a standard performance of punctuality and regularity in attendance as well as a qualitative performance in work.

4) Such queer gesture on the part of sectional heads/in charges and lack of control of heads of offices stand detrimental to the policy of Govt. and puts the standard of administration in a state of concern.

5) On close review of the present diminishing trend of office administration; it is directed to arrange drawal of Open Performance Report on six monthly intervals as a part of mandatory business by all authorities to the lowest level of administration and preserve individual Jackets under the custody of Block Land & Land Reforms Officer/Sub-Divisional Land & Land Reforms Officer and District Land & Land Reforms Officer concerned as the case may be. Such drawal should be effective from 01.01.92, if not in force.

6) Copies of last five O.P.Rs need be assessed at the time of any promotion, confirmation etc. of an employee.

7) This should be widely circulated among all subordinate establishments including D.D.Os.

8) Copies of Govt. orders relating to drawal of Open Performance Reports are enclosed.

P.K. Agrawal  
Director of Land Records and Surveys and  
Joint Land Reforms Commissioner, West Bengal.

**Government of West Bengal  
Home (P&AR) Department  
Writers' Buildings, Calcutta.**

**MEMORANDUM**

No.1274-PAR(WBCS)

Dated, Calcutta the 5<sup>th</sup> May, 1998.

To : All District Magistrates  
&  
All Sub-Divisional Officers

Subject : General instructions regarding writing and communication of Annual Confidential Reports of the West Bengal Civil Service (Exe.) Officers.

His attention is invited to a reference to this Department's Memo No.934-PAR(WBCS)/5M-155/84, dt. 23/03/88 (Copy enclosed for ready reference) on the subject stated above wherein general guidelines in the matter of writing and transmission of Annual Confidential Reports of the W.B.C.S. (Exe.) Officers were formulated and made known to all the concerned Authorities. But inspite of these instructions, some Reporting Authorities have been not initiating A.C.Rs in time accounting to the proscribed guidelines. It is noticed that in A.C.Rs when received in the deptt. contain defects, which are indicated below :

1. Name of the Officer (reported upon) in the A.C.R. is shown in abbreviated form instead of showing his full name. In such cases, it becomes difficult to identify the Officer and to place the A.C.R. in the appropriate folder of this department. Sometimes, the A.C.Rs are fraught with the risk of misplacement in the respective A.C.R. Folders and may be mixed up with the A.C.Rs of some other officers having the same abbreviated name.
2. Assessment against items "1 to 11" in the A.C.R. form is required to be recorded only by using meticulously any of these specific words, like "very good/good/average/poor", and writing no other word is permissible. But in some cases it is noticed that words like "excellent/satisfactory/indifferent" have been used. Such words may be found in some old types of A.C.R. Forms, which are no longer in use. In some cases, the Reporting Authority indicated assessment using the word "outstanding". Such word is also not to be used against any of the items from "1 to 11".
3. Regarding filling up of the integrity part (item No.12 of the A.C.R. Form), guidelines issued under memo No.573-GAC dt.24/05/73 of the Home (General Administration) Department (Copy enclosed for ready reference) are required to be followed strictly. Some Reporting Authorities are not adhering to the above guidelines specially while recording remarks like "doubtful integrity, suspected integrity/integrity not beyond suspicion", etc. As per the guidelines, if the suspicion regarding integrity is unconfirmed in nature, the integrity part of the A.C.R. is required to be left blank and a "Note" is to be added separately regarding the suspected integrity of the Officer concerned. It is also delineated in the aforesaid memo dated 24.05.1973 that in the cases of suspected integrity of an officer, the Authority concerned is required to maintain proper records and to cause an enquiry, either departmental or through the Vigilance Commission, against him. Only after conclusion of such an enquiry, suspicion regarding integrity of the officer is to be recorded against item No.12 of the A.C.R. Form. If the suspicion is not confirmed, that fact is also required to be recorded in the A.C.R. in due course.
4. In respect of the Officers on probation, Annual Confidential Reports is required to written every six months for the first two years of their service with particular reference to their fitness for the service, but no such six monthly report has so far been received from any quarter.

In the above circumstances and also to ease out the situation, he is requested to strictly follow the general instructions issued under this Department memo no.934-PAR (WBCS), dated 23.03.1988 and memo no. 573-GAC dt. 24.05.73, keeping in view the defects indicated hereinabove and to submit the A.C.Rs of the W.B.C.S. (Exe.) Officers to this Department through the respective authorities positively within the time frame stipulated by this Department.

It is emphasised in this connection that delay in submission of the A.C.Rs of the W.B.C.S. (Exe.) Officers is causing serious problems in considering the cases of these Officers for granting of C.A. Benefits, promotion and placing them for various postings. This is not only causing undue sufferings to the individual Officer but also creating administrative bottlenecks.

Manjula Gupta  
Principal Secretary to the  
Government of West Bengal.

No. ....

Dated, Calcutta, the 5<sup>th</sup> May, 1998

Copy forwarded for information necessary action to the :-

1. Principal Secretaries.

.....

Directorate/Local Bodies/Authorities/Public Sector undertakings/Companies in which W.B.C.S. (Exe.) Officers are posted, should be given suitable directions in this regard from his end.

2. Divisional Commissioner.

.....

Manjula Gupta  
Principal Secretary to the  
Government of West Bengal.

————— ● —————  
**Government of West Bengal**  
**Office of the District Magistrate, Howrah**  
**Revenue General Department**

Memo No. 948(70) RG

Dated 26.07.2000.

To

The Additional District Magistrate (Judicial)/(Development)/(L.R.)

The Sub-divisional Officer, Howrah (Sadar)/Uluberia.

Sri..... Dy. Magistrate & Dy. Collector, Howrah.

The Block Development Officer .....

Sub : ACRs of officers in the districts.

Enclosed please find a copy of (1) D.O. No.2/2000/172 dt.31.05.2000 issued by the Commissioner. Presidency Division along with copies of Order 1274 PAR (WBCS) dt.05.05.98. No.934-PAR(WBCS) dt.23.03.88 of the Home (P & AR) Department and No.573-GAC dt. 24.05.73 of the Home (G.A.) Department on the above subject.

You are requested to abide by the guidelines contained therein.

The objectives asked for at para 7 of the D.O. No.2/2000/172 dt.31.05.2000 of the Commissioner. Presidency Division may please be sent immediately if not already sent.

Sd/-Illegible  
Addl. District Magistrate (Genl.)  
Howrah.

Encl : As stated.

Memo No.82(17)/LR(C)

Dated, Howrah, the 30<sup>th</sup> August, 2000.

Copy forwarded for information and necessary action to :-

1. The S.D.L. & L.R.O., Sadar/Uluberia, Howrah.

2. The B.L. & L.R.O. ....

3. O/C, Esstt.

Sd/-Illegible  
Addl. District Magistrate  
and D.L. & L.R.O., Howrah.

**Commissioner Presidency Division**

11, Netaji Subhas Road, Calcutta-700001

220-6920 (direct line)

Phone : Off : 235-3371 (W.Bldgs. PBX) Extn.4206

225-7411 (DGIG PBX) Extn.137

220-9847 (Fax)

242-0671 (direct line)

D.O. No. 2/2000/172(5)-C

Date 31.05.2000

..... IAS  
District Magistrate,  
Howrah.

Sub : ACRs of officers in the districts.

It has been noticed that ACRs received from District Magistrates relating to officers reporting to them continue to be vague and far too general. The column relating to a general statement covering the performance of the officer is usually left blank. This practice has to change. In this connection, attention is invited to Memo No.934-PAR (WBCS) dt. 23.03.1988 of the Home (P&AR) Department (Copy enclosed for ready reference). These guidelines should be strictly followed and all other reporting officers under your control should be directed to do the same.

2. To arrive at a proper report regarding the work of an officer during the year it is necessary that his/her objectives for the year under report be fixed with reference to his/her job requirement in the post held. Such objectives for each year should be arrived at after mutual consultation between the officer and the reporting officer. For this purpose, each officer should prepare a list of his/her objectives for the year and submit it in first week of April each year to the reporting officer who will hold a meeting with this officer and then finalise a mutually agreed set of objectives. These should as far as possible, be measurable in terms of time and out-put. This should also include general items which will contribute to the over all image of the administrations such as maintaining a clean and healthy ambience in each officer's office/section.

3. Such objectives need to be reviewed by the officer himself/herself concerned quarterly in his/her own interest to check how far he or she has been able to move towards achieving them.

4. Within the 1<sup>st</sup> week of April of the next year each officer shall submit to the reporting officer a self-assessment report stating the objectives mutually agreed to and the achievement against each. In this report it should also be indicated if there have been any significant shortfalls in achieving the objectives, along with reasons if any. Further, any noticeable or outstanding achievements the officer has been capable of should feature in this self-assessment report.

5. The reporting officer shall take into account this self-assessment report while recording the comments and evaluating the officer. The self-assessment report must accompany every ACR submitted to the Commissioner of the Division. Otherwise, the Commissioner will not record his remarks and will return the ACRs to you for compiling these directions.

6. This guideline should also be brought to the notice of all reporting officers under your control so that they follow the same procedure.

7. In accordance with this, every District Magistrate in Presidency Division is advised to prepare a set of his objectives for the year 2000-2001 and to send it as soon as possible to the undersigned. Thereafter, a meeting will be held with each District Magistrate and a mutually agreed set of targets/objectives arrived at. This will be the basic document relied upon while recording comments on his self-assessment report in April, 2001.

P. Bhattacharya  
Commissioner, Presidency Division

**Government of West Bengal  
Finance Department  
Audit Branch**

No.10620-F

Dated, Calcutta, the 19<sup>th</sup> Dec., 2000

**MEMORANDUM**

In order to improve performance, efficiency and accountability of the State Government staff/officers, the following decisions have been taken.

**1. Group 'D' Employees**

Both in case of (i) functional promotion, where on promotion higher responsibility and duties are to be performed and (ii) non-functional promotion, where on promotion duties and responsibilities of basic posts may remain unchanged, it is required, as norms that (a) 70% marks should be obtained by the concerned employees in terms of attendance in three consecutive six monthly performance reports and (b) integrity clearance should also be obtained from the concerned controlling authority, including a report on behaviour with colleagues and members of public.

70% marks in attendance would be based in relation to all working days excepting leave on medical ground and leave previously sanctioned. If any employee is found lagging behind 70% marks he/she will have to wait till he/she obtains 70% marks in attendance in consecutive three six monthly instalments.

**2. Employees covered under Open Performance Report (OPR) system**

**Functional Promotion**

For awarding functional promotion, attendance, integrity, performance, efficiency and seniority would constitute the 'norms' for promotion in the following manner.

(i) 70% marks in attendance in the OPR of three consecutive six monthly periods and (ii) integrity clearance from the Controlling Authority would be considered as eligibility criteria for consideration of the promotion of the employee.

(iii) Selection of the employee for promotion would be made on the basis of the following marks;

Attendance : 25 marks

Performance : 50 marks and

Efficiency and Accountability : 25 marks

Marks on attendance would be related to all working days excepting leave on medical ground and leave previously sanctioned and would be based on the record of attendance in consecutive three six monthly Open Performance Reports (OPR).

Marks on performance would be related to the quantitatively assigned targets for the employees and his achievements as duly recorded in the Case Book/Case Diary/Note Book/Field Diary in consecutive three six monthly OPRs.

Marks on efficiency and accountability would be related to effective evaluation of the employee for three consecutive six monthly periods by the Reporting Officer regarding his/her (a) knowledge of work, (b) initiative, (c) promptness in disposal of work, (d) communication skill (written and oral) and (e) behaviour with colleagues and members of public. These Evaluation Reports will be maintained in the office of the Appointing Authority,

(iv) Of the total marks relating to attendance, performance and efficiency, scoring of 60% would be regarded as qualifying marks for promotion. If any employee is found lagging behind 60% marks he/she would have to wait till he/she obtains 60% marks in consecutive three six monthly OPRs.

(v) Promotion will be awarded according to seniority among those who will obtain qualifying marks.

**Ex-cadre promotion in functional posts**

Ex-cadre promotion means promoting of employees of clerical post to any non-clerical post, of non-clerical post to any clerical post, of non-technical service to any technical post and where the system of both direct recruitment and promotional recruitment exist.

Promotion in the ex-cadre post will be awarded on the basis of competitive examinations linked with the job requirement to be conducted by the concerned authority competent to give promotion. To sit for the competitive examinations, 70% marks in attendance in three consecutive six-monthly OPR would determine the eligibility.

### **Non-functional promotions**

For all non-functional promotions attendance, integrity, performance, efficiency and seniority would again constitute the 'norms' for promotion in the manner mentioned in (i), (ii), (iii) and (iv) above.

#### **3. Employees presently covered under the Annual Confidential Report (ACR)**

For both functional and non-functional promotion along with 70% attendance and integrity clearance, ACR-based evaluation of performance, efficiency and accountability with added emphasis on behaviour with colleagues and members of public would constitute the norm for promotion.

#### **4. Modified Career Advancement Scheme**

The Fourth Pay Commission in its 2<sup>nd</sup> Part, Volume-I of the Report, suggested a modified Career Advancement Scheme. The Government has decided to extend the benefit of this modified Career Advancement Scheme after evaluation of norms of attendance, integrity, performance, efficiency and accountability for different categories of employees in the manner mentioned above. The provisions of the existing Career Advancement Scheme introduced vide Finance Department No.6075-F dt. the 21<sup>st</sup> June, 1990 will henceforth stand modified in so far it relates to the Government employees.

The required length of completion of 10 years of service as prevalent now, under the existing order for movement to the first higher scale will be reduced to 8 years, and the movement to the second higher scale will be reduced to 16 years in place of the existing 20 years. The Government employees in Scale Nos. 1-12, on completion of a further 9 years of continuous and satisfactory service, and after fulfilling the 'norms' mentioned earlier will move to the scale second-next above the first higher scale provided the concerned Government employee has not got benefit of promotion or advancement to a scale similar to or above the third higher-scale before 25 years of service. While computing the requisite length of service in all these cases the length of service rendered in the revised scale as well as in the co-responding unrevised scale under the previous WBS (ROPA) Rules will be taken into account. On this matter, a separate order is being issued.

#### **5. Provision for interim period from January 01 to June 30, 2001**

For the interim period from January 01, 2001 functional and non-functional promotion for all categories of employees as a one time interim measure will be subject to the norms mentioned above and be based on performance reports (OPR/ACR) as the case may be from January 01, 2001 to June 30, 2001 with benefits given retrospectively from January 01, 2001. Thereafter the length of period for performance will be in conformity with the requisite norms mentioned earlier.

Orders for promotion, functional or non-functional as will be due from any date falling between January 01, 2001 and June 30, 2001 shall be issued after June 30, 2001 allowing benefits retrospectively from the dates from which such benefits will be due after fulfillment of the requisite norms mentioned earlier.

6. Detailed guidelines and revised format for OPR and ACR based on this order will be issued shortly and this order will be given effect from January 01, 2001.

Asok Gupta  
Principal Secretary to the  
Government of West Bengal,  
Finance Department

No. 10620/1(500)-F

Dated : 19.12.2000

Copy forwarded for information and necessary action to-

- 1) The Pr. Accountant General (A&E), W.B. Try. Bldgs., Calcutta-700001.
- 2) The Director of Treasuries & A/cs., W.B., 4, B.B.D. Bag (E), Calcutta-700001.
- 3) The Pay & A/cs. Officer, Cal Pay & A/cs. Office-I, 81/2/2, Phears Lane, Calcutta-700012.
- 4) The Pay & A/cs. Officer, Cal. Pay & A/cs. Office-II, Jahar Bldgs., P-1, Hyde Lane, Calcutta-700012.
- 5) The Dist. Magistrate/Judge, .....

- 6) The Commissioner .....
- 7) The A/cs. Officer, W.B.Sectt.
- 8) The Treasury Officer .....
- 9) The Sub-Divisional Officer .....
- 10) The Supdt.of Police .....
- 11) The Supdtg./Ex-Engr. ....
- 12) The Principal, Industrial Training Institute .....
- 13) The ..... Deptt/Dte.
- 14) The Secretary, Finance Deptt.
- 15) The .....

It is requested that this Memo may be circulated to all offices under their control.

Sd/- Illegible  
Joint Secretary to the  
Government of West Bengal,  
Finance Department

●

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopal Nagar Road, Alipur, Kolkata-700027.**

Memo No.

Dated, Alipur, the 20<sup>th</sup> August, 2001.

From : Director of Land Records and Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal.

To : The District Land & Land Reforms Officer  
(All)

**Sub : Initiation and Transmission of ACRs**

The lack of General Guidelines has been felt regarding this issue and during interaction at various levels it has been a common complaint that the lack of adequate initiative in initiating ACRs and monitoring the despatch of ACRs is causing a lot of problem for the confirmation, grant of timely promotions and benefits under the Career Advancement Scheme. This is adversely affecting the morale and the efficiency of officers. Surprisingly, the fault lies within us and rectification has to be done internally by us. There is also a need to computerize the monitoring aspect to ensure that the ACRs are being despatched on time. As such there are nearly 60 SRO-Is, 850 SRO-IIs, 1700 ROs and 2300 out of 3450 Revenue Inspectors within the ISU. Hence due to this large number, the process has to be monitored differently. The General Instructions regarding the initiation of ACRs are as follows :

1.0 ACR should be written every year in the form specified having 11 entires and one on integrity from time to time, separately for each year ending on 31<sup>st</sup> March. The grading of each of the 11 entries shall be either very good, good, average or poor and no other comment. It should be remembered that the ACR is a form of performance appraisal and not a means to settle scores with the sub-ordinates. Hence all forms of subjectiveness through conscious or unconscious bias should be eliminated and only fair and objective assessment should be made.

2.0 The ACR should be initiated by the Reporting Authority, reviewed by the Countersigning Officer or Reviewing Authority and accepted by the Head of the Department or Accepting Authority.

A schedule regarding the designation of the above mentioned authorities is given in **Annexure A**.

3.0 ACRs of SRO-IIs/Revenue Officers posted outside the ISU and in the other wings or departments or in outside agencies shall be initiated by the officer under whose administrative control he/she is working during the period for which the report is written and countersigned by the next higher officer and should be finally routed to the DLR&S, WB for acceptance.

4.01 The Reporting Authority, the Countersigning Authority or the Accepting Authority should sign the ACR and indicate his/her name and designation in block letters below the signature.



4.02 The details regarding the name, designation and place of posting of whom the report is recorded should be specified in full as per the gradation list.

5.01 The Reporting Authority/Countersigning Authority/Accepting Authority should report/countersign/accept the ACR of an officer, if he/she has seen the performance of the officer for at least three months in a year.

5.02 In any case, the Reporting Authority/Countersigning Authority/Accepting Authority who can report/countersign/accept an ACR for the longest period should be the appropriate authority.

5.03 If an officer reported on undergoes a change of posting within a year and if the tenure exceed three months, then an ACR should be initiated. The period of assessment for which the performance of the officer is being assessed should be indicated in the top right corner of the ACR.

5.04 If any of the officers at any of the above levels has not seen the performance of an officer for at least three months during a year, the process should start at the next higher level. In case the above stipulation is not fulfilled, a note to that effect should be entered in the ACR before passing it on to the next authority.

5.05 A person is not competent to initiate, countersign or accept the ACR of an officer, after he has retired from Government service or has in and other cases demitted office.

5.06 In respect of officers on probation, ACRs are required to be written every six months for the first two years of their service with particular reference to their fitness for the service, their overall competence and their attitude to work.

6.01 Marking of the ACR shall always done by Reporting Officer with adequate care and seriousness from item 1 to 11 with comments of very good, good, average and poor and by no other comment. The Reporting Officer shall bear in mind that the above comments carry the weightage of 3.0, 2.0, 1.0 & - 1.0 and that in case of grant of career advancement the overall average marking for the last three consecutive ACRs should be at least 1.80 and for consideration for promotion the overall average marking for the last three/five consecutive ACRs should be at least 1.80 on an average which means that grading him below 1.80 for an assessment year would reduce his chances of promotion. A statement regarding the suitability of the officer for higher promotion regarding his working habits, or with respect to any particular characteristic/trait not mentioned in the ACR shall also be mentioned. 5 copies of the ACR shall be prepared and the Reporting Officer and countersigning officer shall retain one copy confidentially.

6.02 The Countersigning/Accepting Authorities can make corrections to any of the comments made thereon and at least without fail.

6.03 Item no.12 regarding the integrity in the ACR shall be recorded carefully. Unconfirmed remarks like doubtful integrity/integrity suspected/integrity not beyond suspicion shall not be made without a thorough departmental enquiry for the period of assessment. It is best that the item be left blank or a comment nothing adverse found even if a suspicion exists.

In case of a strong suspicion the item should be left blank and a separate secret note regarding the suspicion about the officer should be sent alongwith the ACR to the next senior officer for necessary follow up action.

7.0 Communication of adverse/critical remarks which in the opinion of the Accepting Authority or of the Government is adverse or critical shall be communicated to the affected officer in writing within three months of receipt of the ACR. The name of the officer who has recorded adverse remarks should not be communicated to the officer reported upon.

An officer may represent to the Government/Accepting Authority within three months or any such extended date allowed. The Accepting Authority after consulting the reporting authority / the countersignng authority, as may be necessary, consider the representation and pass necessary order on it, with respect to :

- a) rejecting the representation;
- b) toning down or substituting the remarks;
- c) expunge the remarks

- d) the order passed should be final and the officer should be suitably informed. The necessary change in the ACR should be effected under attestation by the proper authority.

8.01 ACRs shall be initiated and despatched confidentially always. Any violation shall be viewed seriously. A copy of the forwarding memo should be sent to the other two Authorities compulsorily. For proper classification and easy retrieval, all the ACRs shall be preserved alphabetically in jackets at the office of the Reporting Authority/Countersigning Authority/Accepting Authority based on the rank and surname. The ACRs should be handled confidentially and hence no room should be given for complaints about only leakage of information and the records should be preserved in a filing cabinet under the personal custody of the officer concerned to prevent unauthorised access to them.

8.02 ACRs shall be initiated/countersigned/accepted within a time period given in the schedule at **Annexure B**. As the process is going to be computerized non-cooperation in any form regarding adherence to the time schedule or with respect to the despatch of information shall invite show cause and/or disciplinary action.

8.03 Every Reporting Authority/Countersigning Authority/Accepting Authority shall maintain a Register of ACRs given at **Annexure C** for all the officers whose ACRs need to be initiated/countersigned/accepted at the start of every financial year under his jurisdiction. The names, period of tenure for each Authority shall be noted down appropriately.

S. Suresh Kumar  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal.

#### ANNEXURE A

##### Schedule of the Reporting/Countersigning/Accepting Authority

Sl. No.	Rank/Service	Place of Posting	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	WBCS (Exe) WBCS (Exe) SRO-I	DY. DL & LRO SDL & LRO DGHC	DL & LRO DL & LRO Secy., L&LR Deptt., DGHC	DM & Collector  Prin. Secy. DGHC	LRC LRC DLR&S, WB	To be routed through DLR&S
2.	SRO-I	SDL & LRO	DL & LRO	DM & Collector	DLR&S, WB	-Do-
3.	SRO-II	DL & LRO, HQ	Dy. DL & LRO	DL & LRO	DLR&S, WB	-Do-
4.	SRO-II	SDL & LRO	SDL & LRO	DL & LRO	DLR&S, WB	-Do-
5.	SRO-II	BL & LRO	SDL & LRO	DL & LRO	DLR&S, WB	-Do-
6.	SRO-II & Asstt. LAO	Spl. LAO	Spl. LAO	ADM (LA)	DLR&S, WB	-Do-
7.	SRO-II & SDCO	DCO	DCO	DL & LRO	DLR&S, WB	-Do-
8.	SRO-II	Thika Tenancy	Controller		DLR&S, WB	-Do-
9.	SRO-II	Indo-Bangladesh Border Boundary Demarcation	Dy. Director, Survey	DLR & S, Ex Officio	DLR&S, WB	-Do-
10.	SRO-II	Urban Land Ceiling	ULCO/CA	CA	DLR&S, WB	-Do-
11.	SRO-II	Indian Oil Corporation	Spl. LAO, Pipeline Project		DLR&S, WB	-Do-
12.	SRO-II	Cess Authority Asansol	Cess Deputy Collector	ADM, Asansol	DLR&S, WB	-Do-

Sl. No.	Rank/Service	Place of Posting	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
13.	SRO-II & Enquiry Officer SRO-II	L & LR Deptt. WBITDC	S.O., Law		DLR&S, WB	-Do-
14.	SRO-II	Land Management, CMC	DMC (F/M)	Commissioner, CMC	DLR&S, WB	-Do-
15.	SRO-II	DGHC	Secy., L & LR Deptt., DGHC	Prin. Secy. DGHC	DLR&S, WB	-Do-
16.	SRO-I SRO-I SRO-I	Addl. LAO DCO Dy. DL & LRO	Spl LAO DL & LRO DL & LRO	DM & Collector DM & Collector DM & Collector	LRC LRC DLR & S, WB	-Do-
17.	Revenue Officer	DL & LRO, HQ	Dy. DL & LRO	DL & LRO	DLR & S, WB	-Do-
18.	Revenue Officer	SDL & LRO Office	SDL & LRO	DL & LRO	DLR & S, WB	-Do-
19.	Revenue Officer	BL & LRO, Office	SDL & LRO	DL & LRO	DLR & S, WB	-Do-
20.	Revenue Officer & Asst. Compensation Officer	DCO	DCO	DL & LRO	DLR & S, WB	-Do-
21.	Revenue Officer & Enquiry Officer	L & LR Deptt.	SO, Law		DLR & S, WB	-Do-
22.	Revenue Officer	ULCO	ULCO/CA	Competent Authority	DLR & S, WB	-Do-
23.	Revenue Officer	Indo-Bangladesh Boundary	DDS	DLR & S, WB (Ex-Officio)	DLR & S, WB	-Do-
24.	Revenue Officer	District Welfare Officer	DWO	ADM	DLR & S, WB	-Do-
25.	Revenue Officer	WBSEB			DLR & S, WB	-Do-
26.	Revenue Officer	Thika Tenancy Officer	Controller, Thika Tenancy		DLR & S, WB	-Do-
27.	Revenue Officer	Urban Drainage, CMC			DLR & S, WB	-Do-
28.	Revenue Officer	Cess Authority Assansol	Cess Deputy, Collector	ADM, Assansol	DLR & S, WB	-Do-
29.	Revenue Officer	DGHC	Secy., L&LR Department DGHC	Prin. Secy., DGHC	DLR & S, WB	-Do-
30.	Revenue Inspector	RI Office	BL & LRO	SDL & LRO	DL & LRO	

**ANNEXURE B****Time Schedule for the Despatch of ACRs by the Reporting/Countersigning/Accepting Authority**

Sl. No.	Category of Cases	When ACR is to be given by the Reporting Officer	When ACR is to be given by the Countersigning Officer
1.	ACR at the end of Reporting Year (April to March)	30 <sup>th</sup> April	15 <sup>th</sup> May
2.	ACR in the event of relinquishment of charge due to transfer by an officer to be assessed/reported upon*	Within 15 days after relinquishment of charge of Assessed Officer	Within 15 days after receipt of ACR
3.	ACR in the event of retirement of officer to be assessed/reported upon	30 days before date of retirement of Assessed Officer	Within 15 days after receipt of ACR
4.	ACR in the event of retirement of Reporting Officer*	30 days before date of retirement of Reporting Officer	Within 15 days after receipt of ACR

\* It assumes that the officer to be assessed or the Reporting Officer have already covered more than 6 months of the Reporting year.

**ANNEXURE C  
Register of ACRs**

Reporting year :

Category/Service of Officers\* : / (RI/RO/SRO-II/SRO-I/SDL&LRO/DY DL & LRO)

Sl. No.	Name of the Officer	Rank	Place of Posting	Date of Handing over of charges if applicable (Retirement)	Name of Reporting Officer	Rank
1	2	3	4	5	6	7

Place of posting	Date of Retirement/Handing Over of charge if applicable	Memo No. of despatch of ACR by Reporting Officer	Date of memo no. sent by Countersigning Officer	Name of the Countersigning Officer	Rank
8	9	10	11	12	13

Place of posting	Date of Retirement/Handover of charge of Countersigning officer	Memo No. of despatch of ACR by Countersigning Officer	Date of memo no. send by Countersigning Officer	Date of Receipt by Accepting Authority	Remarks
14	15	16	17	18	19

\* One or more pages should be exclusively set aside for each category of officers.

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 10269-F

Kolkata, the 19<sup>th</sup> November, 2001

**MEMORANDUM**

In continuation of para 5 of this Department Memo. No. 10620-F dt. 19.12.2000 read with Memo. No. 3025-F dt. 13.03.2001 it has been decided that until the proforma for writing of A.C.R./O.P.R. covering revised norms of promotion and the instructions for writing thereon are laid down all promotions, functional or non-functional falling due on or after 01.07.2001 shall be decided on the basis of the norms of promotion as were in existence prior to 01.01.2001.

This order takes effect on and from 01.07.2001 and will remain in force till revised guidelines in respect of writing of A.C.R./O.P.R. under the new norms of promotion are issued.

B.K. Saha  
Joint Secretary to the  
Government of West Bengal  
Finance Department

●

**Government of West Bengal  
Office of the Director of Land Records & Surveys  
& Joint Land Reforms Commissioner, West Bengal  
35, Gopalnagar Road, Alipore, Kolkata-700027.**

Memo No.60/605-622/Con/2002

Dated, Alipur, the 9<sup>th</sup> October, 2002

To  
The District Land & Land Reforms Officer,

Sub : Performance Appraisal of State Government Employees belonging to Group 'B',  
Group 'C' and Group 'D'.

Photo copy of MEMORANDUM NO. 9135-F, dated 10.09.2002 on the above subject issued by the Finance Department, Audit Branch, Govt. of West Bengal, is enclosed herewith for information and taking necessary action.

G.B. Bandyopadhyay  
for Director of Land Records and Surveys  
& Jt. Land Reforms Commissioner, West Bengal.

**Government of West Bengal  
Finance Department  
Audit Branch**

**MEMORANDUM**

No. 9135-F

Date : 10.09.2002

Sub : Performance Appraisal of State Government Employees belonging to Group-B,  
Group-C and Group-D.

In supersession of this Department Memo No. 5791-F dt. 11.06.1980 and all other subsequent orders issued on this subject and in continuation to this Department Memo No.10620-F dt. 19.12.2000, the undersigned is directed by order of the Governor to say that, in modification of the procedure prescribed earlier, the Governor has been pleased to take the following decisions regarding drawal of Performance Report of the State Government employees belonging to Group-A, Group-B, Group-C and Group-D in order to improve their performance, efficiency, accountability and integrity :

**A. For Group-A employees :**

Some of the employees belonging to Group-B who are considered for promotion to Group-A posts and all employees belonging to Group-A are now guided by the reporting on Annual Confidential Report system. They will continue to be guided by the same system. However, they will additionally have to score 70% on attendance to become eligible for promotion, both functional and non-functional.

Marking on attendance in their cases shall be as per format prescribed for Attendance-Appraisal of Group-B and Group-C employees enclosed with this order.

**B.** For all categories of employees, viz. Group-B, C and D as are now guided by Open Performance Report, the report on attendance, performance and efficiency, Accountability and integrity will be termed Performance Report which will be an Annual Report.

**(I) For Group-B and Group-C employees :**

In case of promotion of employees belonging to Group-B and Group-C now covered under Open Performance Report System, both in respect of functional and non-functional promotions, (i) attendance, (ii) Performance & efficiency and (iii) accountability & integrity apart from seniority will constitute the revised norms of promotion. For this purpose a total of 100 marks will be distributed as under :-

(i)	Attendance	:	25 marks
(ii)	Performance & Efficiency	:	60 marks
(iii)	Accountability and Integrity	:	15 marks
	Total	:	<u>100 marks</u>

Marks allotted against item No. (iii) above will be for Accountability. For consideration of promotion it is essentially required that Integrity shall be above-board and assessment of Integrity shall be done as per existing Government Orders in the relevant column of the format at **Annexure-I**. The minimum qualifying marks for attendance will be 70% and minimum requirement for Accountability will be above average grading. Apart from these an employee will have to score 60% marks on the whole to earn eligibility for promotion. Promotion will be given in terms of seniority from amongst those who have obtained minimum qualifying marks. Markings on attendance, performance and efficiency and Accountability will be as per proforma enclosed.

**Appraisal on Attendance**

For markings on attendance proforma should be filled up first on the basis of the actual official records in this regard in respect of the employees concerned. The percentage of effective attendance integrated at item no.8 of the format will have to be worked out. The marks on attendance of an employee will be the percentage of the full marks of 25 on attendance.

**Performance and efficiency appraisal**

The performance and efficiency appraisal will be done by gradings and marks—excellent (6), very good (5), Good (4), average (3) and below average (0) on the following aspects :-

1. The extent to which the employee take his/her job seriously.
2. The quality of maintenance of the work diary/case diary/case book/note book/field diary etc. as applicable.
3. The quantum of disposal of allotted work promptly and completely.
4. The capability of completing the work in time or within justifiably extra-time.
5. The capacity of the employee to inspire public confidence.
6. Quality of disposal of work of the employee.
7. Knowledge of the employee regarding office procedure, Rules, Regulations and instructions in general and with reference to work of the posts/office.
8. Ability to apply relevant rules and regulations correctly.
9. Capacity of examining cases thoroughly.
10. Capacity and resourcefulness of the employee in handling normal as well as unforeseen problems/situations and willingness to take new challenges.

### **Appraisal of Accountability**

Assessment to be recorded with the grading and marks – Excellent (5), Very Good (4), Good (3), Average (2) and Below Average (0) on the following aspects :-

1. Reliability in carrying out instructions
2. Sense of responsibility, ability to judge urgency of a case and responsiveness to such urgency
3. Behaviour with colleagues and members of public

For accountability, grading or average and below average and any adverse comment on Integrity will have to be communicated to the employee concerned in writing.

Except the items Accountability and Integrity, the report on the other items viz. attendance, performance and efficiency will be an open report.

### **(II) Group-D Employee.**

In case of promotion of Group-D employee, both in respect of functional and non-functional ones, attendance, performance and efficiency and accountability and integrity apart from seniority would constitute the revised norms of promotion. For this purpose, a total of 100 marks will be distributed as under :-

(i)	Attendance	:	35 marks
(ii)	Performance & Efficiency	:	50 marks
(iii)	Accountability and Integrity	:	15 marks
	Total	:	<u>100 marks</u>

Marks allotted against item No. (iii) above will be for Accountability. For consideration of promotion it is essentially required that Integrity shall be above board and assessment of Integrity shall be done as per existing government orders in the relevant column of the format at **Annexure-II**. The minimum qualifying marks for attendance will be 70% and minimum requirement for accountability will be above average grading. Apart from these, an employee has to score 60% marks on the whole to earn eligibility for promotion. Promotion will be given in terms of seniority from amongst those who have obtained minimum qualifying marks. Markings on attendance, performance and efficiency and accountability will be as per proforma enclosed.

### **Appraisal of Attendance**

For marking on attendance proforma should filled up on the basis of the actual official record in these regards in respect of the employee concerned. The percentage of effective attendance indicated at item no.8 of the format will have to be worked out. The marks on attendance of an employee will be the percentage of the full marks of 35 on attendance.

### **Performance and efficiency Appraisal**

The performance and efficiency appraisal will be done by grading and marks as excellent (10), Very Good (8), Good (6), Average (4) and below average (0) on the following aspects :-

1. Promptness in attending to duty.
2. Communications skill (oral);
3. Ability to follow instructions;
4. General Awareness of the employee about the work of the Deptt./Office in which he is posted;
5. Compliance to carrying out instructions;

### **Appraisal of Accountability**

Assessment to be recorded with the grading and marks excellent (5), Very Good (4), Good (3), Average (2) and below Average (0) on the following aspects :-

1. His/Her devotion to duty
2. Reliability in carrying out instructions
3. His/Her behaviour with colleagues and members of public.

The employee will have to be informed in writing if his/her grade for accountability is average or below average. If any adverse comment is made as regards integrity of an employee that should also be communicated to him in writing.

Except accountability and integrity, the report on the other two items viz. (i) attendance and (ii) performance and efficiency will be an open report.

**C. Time-table for completion of various steps relating to Performance Appraisal**

The Time-table for completion of various steps relating to the Performance Appraisal of an employee is as indicated below :-

	Steps	Time-Limit
1.	Transmission by office of blank formats of the Performance Reports for the Group-B, Group-C and Group-D employees to the respective Reporting Officers.	By the 30 <sup>th</sup> of April of the year following that to which the performance Report relates.
2.	Transmission of the Performance Reports by the Reporting Officer to the countersigning Authority after recording his comments thereon.	By the 31 <sup>st</sup> of May of the year following that to which the Performance Report relates.
3.	Transmission of the Performance Report by the Countersigning Authority to the Accepting Authority after recording his comments thereon.	By the 15 <sup>th</sup> of June of the year following that to which the Performance Report relates.
4.	Transmission of the Performance Report Part-I and Part-II both by the Accepting Authority to the office for record after recording his comments thereon and also showing the Part-I of the Report i.e. Appraisal on Attendance, Performance and Efficiency part to the concerned employee for recording his signature thereon.	By the 30 <sup>th</sup> of June of the year following that to which the Performance Report relates.

(Office will duly arrange custody of Performance Reports).

Note : The Reporting Officer, the Countersigning Authority or the Accepting Authority, as the case may be, should record their comments on the Performance Report of any officer/employee, only if he or she has observed the performance of the officer/employee for at least six months. If any of such authorities has not seen the performance of the officer/employee for at least six months, then it should be sent to the next superior authority who has observed the performance for at least six months during the year. In case, even this condition is not fulfilled, a note to this effect should be entered into the report before passing it on to the next authority.

**D.** This order shall be deemed to have taken effect from April 1, 2002. As, however, first performance report in terms of this order will be available only after March 31, 2003, previous OPRs upto March 31, 2002 will be taken into account for consideration of promotion/confirmation etc. during the intervening period.

S.N. Roy  
Chief Secretary to the  
Government of West Bengal

No. 9135/1(500)-F

Kolkata, the 10<sup>th</sup> September, 2002

Copy with copy of the enclosures forwarded to :-

01. The Principal Accountant General, West Bengal  
Treasury Buildings, Kolkata-700001
02. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I  
81/2/2, Phears Lane, Kolkata-700012.
03. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II  
P-1, Hyde Lane, Kolkata-700012.
04. The Sub-Divisional Officer, .....
05. The Dist. Magistrate/Judge .....
06. The Accounts Officer, West Bengal Secretariat  
Writers' Buildings, Kolkata-700001



07. The Treasury Officer .....
08. The Dte. of Land Records & Surveys  
35, Gopal Nagar Road, Alipore, Kolkata-700027
09. The Commissioner, .....
10. The Superintendent of Police .....
11. The Principal, Industrial Training Institute .....
12. The Ex. Engineer/Suptd. Engineer, .....

It is requested that this memo. may be circulated to all offices under their control.

Sd/-Illegible  
Special Secretary to the  
Government of West Bengal  
Finance Department.

**ANNEXURE-I**

**Performance Report for Group-B and Group-C employee.**

(To be filled in by the Reporting Officer)

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

1. Name of the Employee :
2. Department/Office :
3. Designation/Post held :
4. Date of birth and date of entry into  
Government service. :

**Part-I : Appraisal of Attendance, Performance & Efficiency.**

**A. Attendance**

Marks-25

1. Total No. of working days during the period :  
under review.
2. No. of days the incumbent was on leave :
3. No. of days of late attendance and early :  
departure during the period under review
4. No. of days of unauthorised 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  
(items 1 minus item 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%).

**B Performance & Efficiency**

Marks-60

Grading with the corresponding marks : Excellent (6), Very Good (5), Good (4), Average (3), Below Average (0).

(On the basis of record such as Case Book, Case Diary, Field Diary, etc. wherever applicable, marks will have to be given)

1. The extent to which the employee take :  
his/her job seriously.
2. The quality of maintenance of the work :  
diary/case diary/case book/Note Book/Field  
diary etc. as applicable.
3. The quantum of disposal of allotted work :  
promptly and completely.
4. The capability of completing the work in time :  
or within justifiably extra time.
5. The capacity of the employee to inspire :  
public confidence
6. Quality of disposal of work of the employee. :
7. Knowledge of the employee regarding office :  
procedure, Rules, Regulations and  
instructions in general and with reference to  
work of the post/office.
8. Ability to apply relevant Rules and :  
Regulations correctly.
9. Capacity of examining cases thoroughly. :
10. Capacity and resourcefulness of the :  
employee in handling normal as well as  
unforeseen problems/situations and  
willingness to take new challenges.

Signature of the employee  
with date :

Reporting Officer

Countersigning Officer

Accepting Authority

**Part-II : Appraisal of Accountability & Integrity of Group-B & Group-C employees****C. Accountability**

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. Behaviour with colleagues and members of :  
public.

**D. Assessment of Integrity** :

(If anything adverse has come to notice, please specify it also).

Marks-obtained

Part-I :  
Part-II :  
Total :

Reporting Officer  
Countersigning Officer  
Accepting Authority.

**ANNEXURE-II**

**Performance Report for Group-D Employees.**

(To be filled in by the Reporting Officer)

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

1. Name of the Employee :
2. Department/Office :
3. Designation/Post held :
4. Date of birth and date of entry into Government service :

**Part-I : Appraisal of Attendance, Performance & Efficiency**

**A. Attendance**

Marks-35

1. Total No. of working days during the period under review :
2. No. of days the incumbent was on leave. :
3. No. of days of late attendance and early departure during the period under review. :
4. No. of days of unauthorised 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 / item1 %). :
8. Percentage of effective attendance as against the total No. of working days during the period under review (item 6 / item 1 %). :

**B. Performance & Efficiency**

Marks – 50

Grading with the corresponding marks : Excellent (10) / Very good (8) / Good (6) / Average (4) / Below average (0).

1. Promptness in attending to duty :

2. Communication Skill (oral) :
3. Ability to follow instructions :
4. General awareness of the employees about the work of the department/office in which he is posted. :
5. Compliance in carrying out of the instructions. :

Signature of the employee  
with date :

Reporting Officer,

Countersigning Officer

Accepting Authority

**Part-II : Appraisal of Accountability & Integrity of Group-D Employees**

**C. Accountability**

Marks -15

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

1. Devotion to duty :
2. Reliability in carrying out instructions :
3. Behaviour with colleagues & members of public. :

**D. Assessment of Integrity**

(If anything adverse has come to notice, please specify it also).

Marks-obtained

Part-I :  
Part-II :  
Total :

Reporting Officer

Countersigning Officer

Accepting Authority.

**Government of West Bengal  
Land and Land Reforms Department  
Establishment Branch**

No. 7663(8)-Estt.  
LL/N-IM-4/2002.

Dated, the 20<sup>th</sup> March, 2003.

To

- 1) The Director of Land Records & Surveys, West Bengal  
"Survey Building", 35, Gopal Nagar Road,  
P.O. – Alipore, Kolkata-700027.
- 2) The 1<sup>st</sup> Land Acquisition Collector, Kolkata  
at "Wallace House" (2<sup>nd</sup> Floor)  
3, Bankshall Street, Kolkata-700001.
- 3) The Rent Controller, Kolkata  
"City Civil & Sessions Judges" Court Building  
(8<sup>th</sup> floor), 2 & 3, K.S. Roy Road, Kolkata-700001.
- 4) The Arbitrator  
24 Parganas (N&S) & Kolkata  
Survey Building (2<sup>nd</sup> Floor)  
35, Gopal Nagar Road, P.O. Alipore, Kolkata-700027.
- 5) The Controller, Thika Tenancy, Howrah  
New Collectorate Building, P.O. & Dist. Howrah.
- 6) The Controller, Thika Tenancy, Kolkata  
12B, Russel Street, Kolkata-700071.
- 7) The Director of Land Records & Surveys, West Bengal  
(Ex-officio) Indo Bangladesh Boundary Demarcation  
Organisation at "New Secretariat Building", 1<sup>st</sup> floor  
Room No.16, 1, Kiran Sankar Roy Road, Kolkata-700001.
- 8) The Deputy Registrar  
West Bengal Land Reforms and Tenancy Tribunal  
"Bikash Bhavan" 2<sup>nd</sup> floor, South Block  
Salt Lake City, Kolkata-700091.

Sub : Performance Appraisal of State Govt. Employees belonging to Group-B, Group-C,  
Group-D.

The undersigned is directed to send herewith a copy of Memo No.9135-F dt.10.09.2002 alongwith copies of its enclosures issued by the Finance (Audit) Deptt. on the subject noted above for information and necessary action.

Sd/-Illegible  
Assistant Secretary  
Land & Land Reforms Department.

Memo No.7663(50)-Estt.

Dated, the 20<sup>th</sup> March, 2003

Copy with copies of its enclosures forwarded for information and necessary action to :-

- 1) P.S. to Minister-in-Charge, Land & Land Reforms Department.
- 2) P.A. to Commissioner General, Land Reforms
- 3) P.A. to the Land Reforms Commissioner and Principal Secretary to the Govt. of West Bengal,  
Land & Land Reforms Department.
- 4) Shri P. Bandyopadhyay, I.A.S. Special Secretary of this Department.
- 5) Shri ..... Jt. Secretary, of this Department
- 6) Shri ..... S.O. (Law) & Ex-Officio Jt. Secy. of this Department.
- 7) Shri ..... Dy. Secretary of this Department

- 8) Shri ..... Asstt. Secretary of this Department
- 9) Shri ..... Registrar/Registrar & D.D.O. of this Department.
- 10) Shri ..... Special Officer of this Department.
- 11) Shri....., O.S.D. of this Department.
- 12) Shri ..... , L.O. of this Department.
- 13) Shri..... Section Officer of this Department.
- 14) Shri..... H.A. of this Department.
- 15) Shri..... Typist Supervisory Grade of this Department.
- 16) Shri Bijoy Roy, U.D. Asstt. of this Deptt.
- 17) Shri Harendra Nath Mondal, U.D.A. of this Department.
- 18) Shri Prangopal Saha, U.D.A. of this Department.

Sd/-Illegible  
Assistant Secretary  
Land & Land Reforms Department.

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**Government of West Bengal  
Land and Land Reforms Department  
Land Reforms Branch  
Writers' Buildings, Kolkata-700001**

**ORDER**

No.3875-LR/3M-55/11GE(M)

Dated : 28.07.2011

Whereas the State Government has considered it necessary to bring the Integrated set-up of Land Reforms Administration under direct supervision and control of the District Magistrate & Collector of the District without making any structural changes of the existing set-up for proper functioning of Land Reforms Administration in the public interest.

2. Now, the Governor, after careful consideration of the matter, is pleased hereby to direct as follows :

(i) The Block Land & Land Reforms Officer and the Sub-Divisional Land & Land Reforms Officer will work under direct supervision and control of the Sub-divisional Officer. The Sub-divisional Officer concerned will report through the District Land & Land Reforms Officer and Additional District Magistrate to the District Magistrate and Collector.

ACR also will be routed in the aforesaid manner.

(ii) The District Land & Land Reforms Officer and Additional District Magistrate will work under direct supervision and control of the District Magistrate & Collector and the District Magistrate & Collector will report through the Divisional Commissioner to the Land Reforms Commissioner, West Bengal.

ACR of District Land & Land Reforms Officer and Additional District Magistrate will also be routed in the aforesaid manner.

(iii) Survey and Settlement matters will be reported by the District Magistrate and Collector to the Director of Land Records & Surveys, West Bengal and the matters which require appraisal and/or approval of the Land and Land Reforms Department, the Director of Land Records and Surveys, West Bengal will send such matter to the Land Reforms Commissioner, West Bengal for appraisal and/or consideration of the same. The Director of Land Records & Surveys, West Bengal will appraise the Land Reforms Commissioner, West Bengal all important matters from time to time.

3. This order will take effect from the 1<sup>st</sup> day of August, 2011.

By order of the Governor  
R.D. Meena  
Pr. Secy. to the Government of West Bengal

Copy forwarded for information and necessary action to :

1. The Commissioner, ..... Division P.O. .... Dist.....
2. The Director of Land Records & Surveys, West Bengal, 35, Gopalnagar Road, Alipore, Kolkata-700027.
3. The District Magistrate & Collector..... P.O. .... Dist. ....
4. The Additional District Magistrate and District Land & Land Reforms Officer, P.O. .... Dist. ....

Sd/- Illegible  
Joint Secretary to the Govt. of West Bengal.

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**Government of West Bengal**  
**Land & Land Reforms Department**  
**Section B1, Appointment Branch**  
**Writers' Buildings, Kolkata-700001**

No.29-Apptt.  
11-12/2011

Date : 03.01.2012

**ORDER**

In partial modification of this Department's Order No.3916-Apptt. dt.21.06.1999, so far as it relates to procedure for initiating ACRs in respect of DL&LRO (irrespective of the officer of IAS or WBCS (Exe.) cadre), Deputy DL&LROs & SDL&LROs, BL&LROs & R.Os, the undersigned is directed to say that following procedure shall be followed in the matter of ACRs of Officers mentioned before for post 28.07.2011 ACRs :-

Sl. No.	Designation	Reporting Officer	Reviewing Officer	Accepting Authority
1.	DLLRO	D.M. & Collector	DLR & S and Jt. LRC	LRC & Pr. Secy. L&LR
2.	Dy. DLLRO	DLLRO	D.M. & Collector	DLR&S and Jt. LRC
3.	SDLLRO	SDO	ADM & DLLRO	D.M. & Collector
4.	BLLRO	SDO	ADM & DLLRO	D.M. & Collector
5.	Revenue Officer	BLLRO	SDL & LRO	ADM & DLLRO

In a case a Dy. DL&LRO / SDL&LRO belongs to the WBCS (Exe.) cadre, after acceptance the DLR&S and Jt. LRC / the D.M. & Collector will send the ACRs direct to PAR (WBCS) Department. If the officer belongs to the rank of SRO-I cadre, the ACRs should be submitted to this Department by the DLR&S and Jt. LRC / the D.M. & Collector after acceptance.

All concerned are required to act accordingly.

N.S. Trivedi  
Joint Secretary to the  
Government of West Bengal

No. 29/1 (152) Apptt.

Date : 03.01.2012

Copy forwarded for information and necessary action to the :

1. The D.L.R & S and Joint L.R.C, W.B; 35 Gopal Nagar Road, Alipore, Kolkata-700027.
2. The DM & Collector, .....
3. The ADM & DL&LRO. ....
4. The SDO. ....
5. The SDL&LRO. ....
6. The P&AR Department of this Government.
7. The C.A. to LRC& Pr. Secy. L&LR Deptt.
8. Copy for Guard file to Section B-I, Appointment Branch.

Sd/-Illegible  
Joint Secretary to the  
Government of West Bengal  
Land & Land Reforms Department.

**Government of West Bengal**  
**Land and Land Reforms Department**  
**Section B1, Appointment Branch,**  
**Writers' Buildings, Kolkata-700001**

No. 4095-Apptt.  
1E-19/2011 (Pt-1)

Date : 04.07.2012

**ORDER**

In continuation of this Department's Notification No.29-Apptt. Dt.03.01.2012, so far as it relates to procedure of drawing ACRs in respect of the officers posted under this Deptt. in different wings, the undersigned is directed to say that following procedure shall be followed in respect of the officers mentioned below :-

<b>Sl. No.</b>	<b>Designation</b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>	<b>Accepting Officer</b>
1.	SRO-II posted at DLR&S Office	Jt. DLR&S	DLR&S	LRC & Pr. Secy., L&LR Deptt.
2.	SRO-II posted at DL&LRO Office	DL&LRO	DM & Collector	DLR&S
3.	SRO-II posted at SDL&LRO / BL&LRO Office	SDO	ADM & DLLRO	DM & Collector
4.	RO / TA posted at DL&LRO Office	Jt. DLR&S	DLR & S	LRC & Pr. Secy., L&LR Deptt.
5.	RO / TA posted at DL&LRO Office	SRO II (Estt.) / Dy. DL&LRO (Estt.)	DL & LRO	DM & Collector
6.	RO / TA posted at SDL&LRO Office	SDLLRO	SDO	ADM & DLLRO
7.	SRO-I / SRO-II posted at 1 <sup>st</sup> LAC, Kolkata	1 <sup>st</sup> LAC	Addl. Secy. in charge of 1 <sup>st</sup> LAC if any	LRC & Pr. Secy., L&LR Deptt.
8.	SRO-I / SRO-II posted at L.A. Wing	Spl. LAO	ADM (LA)	DM & Collector
9.	District Compensation Officer (DCO)	ADM (Comp.)	DM & Collector	LRC & Pr. Secy., L&LR Deptt.
10.	SRO-I at the office of DCO (other than DCO)	DCO	ADM (Comp.)	DM & Collector
11.	SDCO	DCO	ADM (Comp.)	DM & Collector
12.	SRO-I / SRO-II posted at Divisional Commissioner	Asstt. Commissioner	Div. Commissioner	LRC & Pr. Secy., L&LR Deptt.
13.	SRO-II / RO posted at Rent Controller.	Rent Controller	Jt. Secy. (in charge of Rent Control), L&LR Deptt.	LRC & Pr. Secy., L&LR Deptt.
14.	SRO-II / RO posted at the Thika Tenancy.	Thika Controller	Addl. Secy. (in charge of Thika Tenancy), L&LR Deptt.	LRC & Pr. Secy., L&LR Deptt.
15.	SRO-I / SRO-II at Urban Land Ceiling.	SDO	ADM (incharge of ULC)	DM & Collector



Sl. No.	Designation	Reporting Officer	Reviewing Officer	Accepting Officer
16.	SRO-I / SRO-II / RO deputed at DVC / WBIDC / WBIDC / IOC / WBSEB etc.	Head of the Office where deputed	Addl. Secy/Jt. Secy. in Charge of Sec. B1, Apptt. Br., L&LR Deptt.	LRC & Pr. Secy., L&LR Deptt.
17.	SRO-II deputed / RO posted as E.O. in L&LR Deptt.	Asstt. Secy. (Law)	S.O. (Law), if any	LRC & Pr. Secy., L&LR Deptt.
18.	SRO-II / RO deputed at Circuit House.	Asstt. Secy. in charge of Circuit House	Addl. Secy / Jt. Secy. in Charge of Sec. B1, Apptt. Br., L&LR Deptt.	LRC & Pr. Secy., L&LR Deptt.
19.	SRO-I / SRO-II / RO deputed at ARTI, Salboni / LMTC, Berhampore.	Head of the Office where deputed	Addl. Secy / Jt. Secy. in Charge of Sec. B1, Apptt. Br., L&LR Deptt.	LRC & Pr. Secy., L&LR Deptt.

All concerned are required to act accordingly.

This has the approval of LRC & Pr. Secretary.

N.S. Trivedi  
Joint Secretary to the  
Government of West Bengal.

Memo No. 20/706-727/Con/10

Dated, Alipore, the 12<sup>th</sup> July, 2012

Copy forwarded for information and taking necessary action to :-

1. Additional District Magistrate & District Land & Land Reforms Officer (All)  
(He is requested to communicate this to all SDL&LROs and all concerned working under him)
2. The Joint Director ARTI, Salboni, Paschim Medinipur.
3. The Joint Director, LMTC, Berhampore, Murshidabad.
4. The Controller Thika Tenancy, Kolkata/Howrah.

T.K. Some  
Director of Land Records and Surveys and  
Joint Land Reforms Commissioner, W.B.

<http://wbllroa.in>