



GOVERNMENT OF BENGAL

*Pl
The Pres. Commr. Surgeon
may be requested to examine
Mr. Sen & grant him a certificate
under G.R. 10.*

*Jes. Sen
27/2*

OFFICE OF.....

DEPARTMENT.
GROUP.
BRANCH.

No. **1296A**
105-116A-35.

FROM

The Director of Public Instruction, Bengal,

To

The Principal,
Presidency College, Calcutta.

Calcutta, Dated the 28th February 1936.

Subject :—

Sir,

I have the honour to request you to submit to this office the following documents in respect of Babu Tarak Nath Sen, Officiating Professor of English, Presidency College :-

- (i) A medical certificate showing his physical fitness for Government service,
- and
- (ii) A special confidential report in the accompanying form on his work and ability.

I have the honour to be,

Sir,

Your most obedient servant,

Asstt. Director of Public Instruction,
Bengal (Offg.).

FORM.

Confidential Report (Special).

1. Name

2. Designation

3. Pay (scale and actual amount)

4. Actual duty on which employed
(*i.e.*, the subjects and classes taught
or the kinds of schools visited, in the
case of an inspecting officer).

5. Academic qualifications (with
classes or division, whether Honours or
Pass, also the subjects taken):—

(i) Matriculation

(ii) Intermediate

(iii) Graduate

(iv) Post-graduate

6. Professional qualifications (class
or division and subject studied to be
stated):—

(i) B. T., L. T., or Diploma in
Teaching, etc.

(ii) Departmental Examination in
Bengali by the Higher Stand-
ard or in Account Rules and
Practice (if the officer is liable
to pass the examination).

7. Length and nature of experience in teaching or inspecting work—

(i) In Government service

(ii) In private service

8. Physical capacity (specific training in Drill, Physical Education, Boy Scouting and Cubbing and Bratachary, Games played and Teams played for, if any, and when, to be mentioned).

9. Capacity for touring work (state whether the officer can ride a horse or a bicycle).

10. General health (amount of sick leave taken during the last 5 years to be stated).

11. Character—

(a) Social (including tactfulness in dealing with fellow-officers, teachers, pupils and their guardians or with school authorities).

(b) Moral.

12. In the case of a teacher—

Aptitude for developing corporate life in educational matters (*i.e.*, interest in games and sports, debating societies, managing clubs, etc.).

13. In the case of an inspecting officer—

Aptitude for influencing by inspection the work done in a school. Range of work which the officer can inspect with definite results (*e.g.*, drill, nature knowledge, and other subjects of the primary, middle or high school curriculum).

14. Power of maintaining discipline (in the case of a teacher).

15. Power of organisation (details to be given including experience in, and capacity for, office work, if known).

16. Originality in work (give details).

17. Any special aptitudes (*e.g.*, musical, scientific, literary, etc.).

18. Other qualities (showing *prima facie* fitness).

19. Personal appearance and general impression (*viz.*, smart, brisk, untidy, careless of appearance, etc.).

20. General remarks on discharge of duties:—

(i) Whether the officer has been carrying out his duties with energy, ability and success.

(ii) Whether he is in enjoyment of good health.

(iii) Whether he has been taking an active part in the social life of the school or college (in the case of a teacher).

(iv) Whether he has shown, during his previous 3 years that he is maintaining his mental alertness by the publication of any original paper or book, or in any other manner.

(v) Whether he has been taking his due share in training the character of students and in teaching them self-reliance and discipline (in the case of a teacher).

(v) Whether his work is characterised by defects (viz., tactlessness, supersensitive temperament, want of zeal, ill-health, etc.) which impair in any marked degree his efficiency as a teacher or an inspecting officer.

21. Whether recommended for confirmation, permanent appointment, promotion or crossing the efficiency bar.

Signed.....

Designation.....

Dated the.....

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