



Office of the C.E.(South), C.E.(D&R) and D.P. & Ex-officio Chief Engineer
Irrigation & Waterways Directorate
Government of West Bengal
Jalasampad Bhavan(4th Floor),
Salt Lake, Kolkata-700 091

Notification

20 JUN 2024

In continuation to the earlier Notification dated 27.05.2024 of this office communicated vide Memo No 3726(120)-CRC- 9A-02/21 dated 30.05.2024 it is hereby reiterated , that the concerned Circle / Division & RO's offices under their control are to furnish their Annual Confidential Report of entire five years i.e. from 2019 -20 to 2023-24 in proper Format i.e " West Bengal Form No 290 A " in connection with filling up the vacant post of ACRO from the eligible Head Clerks posted under different regional offices under this Directorate and the same may be resubmitted to this office for taking further necessary action from this end. A copy of the said format is being enclosed herewith for ready reference.

Encl: As stated

[Signature]
09/06/24
DP & & Ex-Officio –Chief Engineer
Irrigation & Waterways Directorate
Govt. Of west Bengal

Memo No. – 4345(11) CRC/9A-2/21

Date :

Copy forwarded for information & taking necessary action to :

1. The Chief Engineer.....
2. The Superintending Engineer.....
3. The Executive Engineer....
4. The Revenue Officer.....

[Signature]
DP & & Ex-Officio –Chief Engineer
Irrigation & Waterways Directorate
Govt. Of west Bengal

Memo No. – 4345(11)/I CRC/9A-2/21

Date :

Copy forwarded to the Supervisor, Routine Branch , O/O the Chief Engineers with the instruction to upload the same to the Website of I & W. Dte.

Encl: As stated

[Signature]
DP & & Ex-Officio –Chief Engineer
Irrigation & Waterways Directorate
Govt. Of west Bengal

Government of West Bengal

District _____ Department _____

Annual Confidential Report for Gazetted Officers

for the period from _____ to _____

Name _____ Rank _____

Service _____ Branch _____

Attendance

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 items 4 & 5)	
7. Percentage of late attendance or early departure as against the total No. of working days during the period under review (item 3/item 1%)	
8. Percentage of effective attendance as against the total No. of working days during the period of review (item 6/item 1%)	

RECORD ASSESSMENT WITH ONE OF THE FOLLOWING WORDS: [VERY GOOD/GOOD/AVERAGE/POOR]**Assessment**

1. Personality	
2. Capacity for sustained work	
3. Tact and ability to work with others	
4. Ability to control subordinates	
5. Reliability in carrying out instructions	
6. Ability to state a case	
7. Initiative	
8. Power of inspire confidence in general public	
9. Power to in taking responsibility	
10. Devotion to duty	
11. Knowledge of his work	
12. Assessment of Integrity, if anything adverse has come to your notice please specify it also	

P T O

GENERAL REMARKS

(Including a statement on integrity, character, physical fitness and of any special qualification of the officer not reported overleaf).

Reporting Officers should give a full statement below, particularly in the case when reporting on a senior officer.

Statement of Reporting Officer: -

Signature _____

Rank _____ Date _____

Statement by Countersigning Officer: -

Signature _____

Rank _____ Date _____

Head of the Department:

Signature: _____

Date _____

- N.B.:** (1) Please do not write in margin.
(2) The report on each Officer should be prepared in four copies of which one copy should be kept in Commissioner's Office and the rest should be sent to Government.

Vague and indeterminate comment reflecting on the integrity of the officer should not be made. Adverse comment should be made only when the reporting officer is reasonably satisfied and has reasons to believe that circumstances and facts justify the adverse comments made.