

Government of West Bengal
Department of Urban Development & Municipal Affairs
NAGARAYAN, DF- 8, Sector – I, Salt Lake, Kolkata – 700064

NOTIFICATION

No. 995/MA/O/C-4/3R-5/2018

Dated: 31st December, 2018

WHEREAS in terms of provision of rule 17 (1) of the West Bengal Municipal Employees' (Classification, Control, Appeal and Conduct) Rules, 2010 (hereinafter referred to as the said rules) the municipality maintains confidential character role of all its employees with a view to expediting the regular performance of the employees and with a view to cause promotion, confirmation or transfer of their staff.

AND WHEREAS on the basis of such role, merit and seniority the Board of Councillors of the municipality resolves to accord promotion to some sanction vacant posts subject to approval of State Government.

AND WHEREAS rule 17 (1) of the said rules though speaks for maintaining a confidential character role of all municipal employees in a specified proforma for the purpose, there is no specified Format till date annexed with the said rules for this purpose and as such difficulty arises in giving effect to the said rules in true spirit;

NOW, THEREFORE, the Governor, in exercise of the power conferred by the rule 17 (1) of the said rules, has been pleased to specify the formats annexed herewith for maintaining confidential character role for all categories of municipal officers and employees other than officers appointed from various State Cadres for consideration at the time of confirmation, promotion and transfer etc. by the appointing authority of the municipality.

This will come into force with immediate effect

Necessary amendment shall be made in the West Bengal Municipal Employees' (Classification, Control, Appeal and Conduct) Rules, 2010 in due course of time for incorporation of the format as annexure to the rules.

By order of the Governor

Sd./- S. Das

**Joint Secretary to the
Government of West Bengal**

Dated: 31st December, 2018

No. 995/1(200)/MA/O/C-4/3R-5/2018

Copy forwarded for information and necessary action to, the:-

1. Director of Local Bodies, Government of West Bengal.
2. The Chairman, Barasat Municipality, with reference to your **Memo No. 1190-BM/55/2018-19 date: 05.11.2018**
3. Chairman/ Chairperson, _____ Municipality/ Notified Area Authority
4. Commissioner, _____ Municipal Corporation
5. Executive Officer, _____ Municipality/ Notified Area Authority
6. OSD to the Minister-in-Charge, UD&MA Department.



Joint Secretary

Annexure – I

**CONFIDENTIAL CHARACTER ROLE FOR CATEGORY 'A' OFFICERS OTHER THAN
OFFICERS OF STATE CADRE BELONGING TO**

..... MUNICIPALITY,

Report for the year:

Period :

PART- I A

PERSONAL DATA

(To be filled in by the Officer Reported upon)

- | | |
|---|---|
| 1. Name of Officer | : |
| 2. HRMS Unique ID (if any) | : |
| 3. Service Specific Code (if any) | : |
| 4. Date of Birth | : |
| 5. Year of allotment | : |
| 6. Date of joining in the service | : |
| 7. Post held by the officer during the
period of report | : |
| 8. Date of Joining to the post held by the
officer during the period of report | : |
| 9. Department /District in which the officer
was posted during the period of report | : |
| 10. Date of submission of Annual Declaration of Assets
for the previous year (as on 01-01-2) as per the provisions of WB Municipal (Employees' Service)
Rules, 2010, rule 78(f). | : |

PART- I B

APPRAISAL OF ATTENDANCE IN RESPECT OF GROUP-A EMPLOYEES

- | | |
|--|---|
| 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 unauthorized absence without
leave | : |
| 5. No. of days deducted as leave due to late
attendance / early departure | : |
| 6. No. of days of effective attendance of the
incumbent during the period under review
(Item 1 minus Items 4 & 5) | : |
| 7. Percentage of late attendance or early
departure as against the total no. of working
days during the period under review (Item 3/
Item 1) % | : |

8. Percentage of effective attendance as against the total no. of working days during the period under review (Item 6/ Item 1) % :

Signature of Officer in Charge of Establishment or Executive Officer

PART - II

(To be filled in by the Officer Reported upon)

(Please read carefully the instructions given at the end of the form before filling up the entries)

1. Brief Description of Duties in substantive post (objective of the position you hold and the tasks you are required to perform, within 150 words):

--

Did you hold any additional charge during the tenure?	Yes	No
---	-----	----

Serial no.	Description of Additional Charge	Period	
		From	To

2. Please specify your achievements as per perception:

Serial No.	For substantive charge	For Additional charge
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

9.		
10.		
11.		

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systematic improvement (resulting in significant benefits to the public and/or reduction in time and cost):

--

4. Award / Honors received during the period of reporting:

Serial No.	Name of Award / Honor	Conferred by

5. Please State briefly the shortfalls in respect of your achievements. Please specify constraints or handicaps that you faced

--

6. Details of the training programme (s), if any attended during the year under review

--

7. Indicate the specific areas in which you feel the need to upgrade your skills through training programmes:

Place :

Date :

Signature of the Officer
Reported Upon

NAME IN BLOCK
LETTERS

Designation
(During the period of Report)

PART-III

(To be filled in by the Reporting Officer)

(Please read carefully the instructions given at the end of the form before filling up the entries)

A) NATURE AND QUALITY OF WORK

- 1. Please state whether you agree with the answers relating to achievement and shortfalls. If not, state the reasons.**

Please record one of the following grades with the corresponding marks: Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00).

Serial No.	Item	Assessment
01	Personality	
02	Capacity for sustained work	
03	Tact and ability to work with others	
04	Ability to control subordinates	
05	Reliability in carrying out instructions	
06	Ability to state a case	
07	Initiative	
08	Power of taking responsibility	
09	Power to inspire confidence in general public	
10	Attitude towards public at large	
11	Devotion to duty	
12	Knowledge of his work	

1. State of health

2. Integrity

(Please see note below the instruction)

3. Pen picture of reporting authority on the overall qualities of the officer including areas of strength and lesser strengths and his/her attitude towards the weaker sections

(Statement of the Reporting Officer)

4. Do you agree with the “Appraisal on Attendance” as recorded in Part – IB : (Yes / No)

5. Overall Grading: [Outstanding / Very Good / Good / Average / Below Average]

.....

Place :

Date :

Signature of the Executive Officer

NAME IN BLOCK LETTERS:

PART –IV

1. REMARKS OF THE ACCEPTING OFFICER

2. Overall Grading (Please record one of the following grades with the corresponding marks:
Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00),
Below Average (0-2.00) :

Place :

Date :

Signature of the Chairman/
Chairperson

NAME IN BLOCK LETTERS:

Annexure – II

CONFIDENTIAL CHARACTER ROLE FOR GROUP 'B' / 'C' EMPLOYEE BELONGING TO

..... MUNICIPALITY.

Report for the year:

Period :

1. Name of the employee :
2. Designation /Post held :
3. Date of birth and date of entry into the service :

PART-I

Appraisal of Attendance, Performance & Efficiency

A. 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%) :

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 takes 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 capacity 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

Signature of the Executive Officer with date

Signature of the Chairman/ Chairperson with date

PART-II

Appraisal of Accountability & Integrity

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 instructions | : |
| 2. Sense of responsibility, ability to judge urgency of a case and responsiveness to such urgency. | : |
| 3. Behaviour with colleagues and member of public | : |

D. Assessment of integrity

:

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

Marks obtained

Part – I :

Part – II :

Total :

Signature of the Executive Officer with date

Signature of the Chairman/ Chairperson with date

N.B.: (1) Please do not write in margin.

(2) The role should be prepared in four copies of which one copy should be kept in municipal 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.