

R.B  
15.06.2020

B-3520  
25/09/20

Supertech (System)  
S.Mondal  
23/3

**MOST URGENT**  
RTI MATTER



GOVERNMENT OF INDIA  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST & CENTRAL TAX:  
KOLKATA- NORTH COMMISSIONERATE, CGST BHAWAN,  
1<sup>ST</sup> FLOOR, 180, SHANTIPALLY, RAJDANGA MAIN ROAD, E.M BYPASS KOLKATA-700107

C. No. V(30)36/RTI/HQ/CGST & CX/Kol-North/2020/

Dated: -

To  
Ashis Bala,  
Sarat Sarani,  
P.O-Chawk Bazar,  
Dist-Hooghly,  
West Bengal-712103.



Sir/Madam,

Sub: Information under the RTI Act, 2005 — Regarding.

Please refer to your RTI application dt. 12.02.2020 received by this Commissionerate on 14.02.2020. Subsequently the said RTI application was registered at this office vide Registration No. 33/RTI/Kol-North/20 dt. 18.02.2020.

The desired information as received from the Assistant Commissioner (Vig), CGST & CX, Kolkata North Commissionerate on 27.02.2020 under C.No.II (39)10-CCR(Vig)/ RTI Matter/ CGST & CX /Kol-North/ 2018 /891 dt. 26.02.2020 and from the CAO, CGST & CX, Kolkata North Commissionerate on 25.02.2020 under C.No. III(20)25/Part-II/Accts / RTI-CPGRAM / CGST /KN /2017/ 6769 dated 25.02.2020 are enclosed herein.

If you are aggrieved or dissatisfied with the above information, you may prefer an appeal within 30 (thirty) days of receipt of the information before the 1<sup>st</sup> Appellate Authority namely Sri M.C.Marndi, Joint Commissioner, CGST & CX, Kolkata-North Commissionerate, O/o The Principal Commissioner of CGST & CE, Room No. 102, Kendriya Utpad Shulk Bhawan, 180, Shantipally, Rajdanga Main Road, Kolkata-700107.

Encl- 29 (eighteen) Sheets.

Yours faithfully,

Sd/-  
(S.C.MONDAL)  
CPIO & Assistant Commissioner  
RTI, HQ  
CGST: Kol-North Comm'te.

Dated: 12 0 MAR 2020

C. No. As above/ 9975  
Copy forwarded for information to: -

- 1. The Assisnat Commissioner (Systems), Computer Cell, CGST & CX, Kolkata North Commissionerate with a request to upload the RTI application submitted by Ashis Bala dt. 12.02.2020 along with the desired information as mentioned above (enclosed thirty sheets).

Sd/-  
23/3/2020  
(S.C.MONDAL)  
CPIO & Assistant Commissioner  
RTI, HQ  
CGST: Kol-North Comm'te.

19913  
14-02-2020

Susdt (RTI)  
Dameny  
14/2/20

APPLICATION UNDER SECTION 6 OF RIGHT TO INFORMATION ACT, 2005.

To  
The CPIO,  
CGST & CX,  
Kolkata North Commissionerate,  
180, Shantipally, Rajdanga Main Road,  
GST Bhavan,  
Kolkata-700107.

S. S. Nandy, Jany.  
17-02-20  
14 FEB 2020

Sir,

Sub;-Request for information under right to information Act.2005.

Please provide me the following informations.

1. Provide me Details informations of leave calculation from 01.04.2010 to 31.03.2011.
2. Provide me Date of communication to me furnished every entry in ACR/APAR during the material period of 2010-2011 & Provide me a Copy of ACR/APAR during the material period of 2010-2011.
3. Provide me All relied upon documents regarding below bench mark/Adverse remarks in ACR/APAR during the material period of 2010-2011.
4. Provide me details informations of time limit for communication to employee of every entry in ACR/APAR -Adverse, poor, fair, average, good or very good & excellent as per rule.
5. Provide me details communications from reporting/reviewing Authority to me regarding effect below bench mark/Adverse remarks in ACR/APAR during the material period of 2010-2011.

I state that the information sought is covered under RTI ACT, 2005 and does not fall within the exemptions contained in Section 8 or 9 or any other provisions of the Act, ibid, and to the best of my knowledge it pertains to your office. A postal Order no.23 F 140519 for Rs.10/-towards payment of fees is enclosed herewith. You are request to fill in the name to which Postal Order is payable. And also I state that I shall pay fees for extra pages as per law.

I presume to obtain the information within 30 days of the application as per Section 7 of the RTI Act, 2005.

My details/ address are follows:

1. Ashis Bala,  
Sarat sarani, P.O.-Chawk Bazar,  
Dist.-Hooghly, West Bengal.  
Pin Code.-712103.  
Beside Bally more call centre.
2. Ashis Bala,  
Inspector of CGST & CX.  
Tech.Sec.CCO.Kolkata.  
180, Shanti pally, Rajdanga  
Main Road.Kolkata-700107.

Yours faithfully,  
Ashis Bala  
(ASHIS BALA) 14/02/2020.  
Inspector of CGST & CX.  
Tech.Sec.CCO.Kolkata

33/RTI/KM-NOV 120  
18-02-2020



GOVERNMENT OF INDIA  
OFFICE OF THE PR. COMMISSIONER OF CGST AND  
CENTRAL EXCISE : KOLKATA NORTH COMMISSIONERATE,  
GST BHAWAN : ROOM NO.132 : 180 SHANTIPALLY,  
RAJDANGA MAIN ROAD : KOLKATA-700107



Supdt (RTI)  
Jainamaya  
26/2/20

C.No. II(39)10-CCR(Vig.)/RTI Matter/CGST&CX/Kol-North/2018/ 891 /- Date 26.02.2020

To  
The CPIO & Assistant Commissioner,  
HQ, RTI Cell, CGST & C. Ex.,  
Kolkata North Commissionerate,  
1<sup>st</sup> Floor, 180 Shantipally,  
Rajdanga Main Road,  
Kolkata - 700 107.

S. S. Nandi, JAMP.  
27.02.20

Subject :- RTI application dt. 12.02.2020 filed by Shri Ashis Bala,  
W.B - 712103, transfer under Sec. 5(4) of RTI Act, 2005-reg.

Please refer to your letter under C.No. V(30)36/RTI/HQ/CGST & CX/Kol North/2020/6221  
dated 19.02.2020 on the subject mentioned above.

The desired information as available in this office is given below:

Sl. No	Information
1	Leave calculation is related to Service Book.
2	The date of communication of ACR/APAR during the material period of 2010-11 to Shri Ashis Bala is 02.12.2014 which is mentioned in the letter of communication to the Supdt. (Vig), Kolkata-I Comm'te from the Supdti. (Vig), Haldia Comm'te dt. 02.12.2014. And the APAR for the said period has already been sent to CPIO and Asst, Comm'te, HQ TRI Cell, CGST, Kolkata North Comm'te against Shri Ashis Bala's earlier RTI application dt. 05.02.2020 vide this office letter C.No. II(39)10-CCR(Vig.)/RTI Matter/CGST&CX/Kol-North/2018/886 dt. 13.02.2020 (copy enclosed).
3	The copies of all relied upon documents regarding below bench mark/adverse remarks in ACR/APAR during the material period 2010-11 is enclosed herewith for your ready reference.
4	The detail information of time limit for communication to employees as sought for Govt., Dept. of Per. & Ter., O.M. No. 21011/1/2005-Estt. (A) (Pt-I), dated 23.07.2009 is enclosed herewith for your ready reference.
5	The details communication regarding below bench mark/Adverse remarks in ACR/APAR during the material period of 2010-11 is enclosed herewith for your ready reference.

This is to your kind information and necessary action at your end please.

Encl: Twenty Five (25) Sheets as above.

ARUN MAJUMDER  
Assistant Commissioner (Vig.)  
CGST & Central Excise  
Kolkata North Commissionerate  
26/2/2020

CONFIDENTIAL



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
HALDIA COMMISSIONERATE:: 25, PRINCEP STREET, KOLKATA-700 072

C.No: II (9)3/Vig/Haldia/2013/ 645

Dated: 2/12/14

To  
The Superintendent (Vig.),  
Central Excise  
Kolkata-I Comm'te  
180, Shantipally,  
Rajdanga Main Road  
Kolkata-700 107.

[Attn: Suptd. CCR Sec.]

Sir,

Sub: Communication of APAR for the year 2010-11- Case of Sri Asish Bala,  
Inspector- Furnishing of Acknowledgement receipt - reg.

I am directed to refer to your office letter under II(39)9-CCR(Vig)/Misc  
Corres/Kol-I/2014/26133B dt.25-11-14 resting with the above captioned subject.

Accordingly, the APAR, pertaining to the year 2010-11, meant for Sri Asish  
Bala, Inspector posted in this Commissionerate has been served and the acknowledgement  
receipt dt.2-12-14 is enclosed in original for your kind information and necessary action  
please.

Encl: as above (one acknowledgement  
Receipt dt.2-12-14 in original.)

Yours faithfully,

*M.K. Ray*  
(M.K. Ray)  
Superintendent(Vig.)  
Central Excise & Service Tax  
Haldia Commissionerate.

*o/c*



GOVERNMENT OF INDIA  
OFFICE OF THE PR. COMMISSIONER OF CGST AND  
CENTRAL EXCISE : KOLKATA NORTH COMMISSIONERATE,  
GST BHAWAN : ROOM NO.132 : 180 SHANTIPALLY,  
RAJDANGA MAIN ROAD : KOLKATA-700107



C.No. II(39)10-CCR(Vig.)/RTI Matter/CGST&CX/Kol-North/2018/ 886/- Date 13.02.2020

To  
The CPIO & Assistant Commissioner,  
HQ, RTI Cell, CGST & C. Ex.,  
Kolkata North Commissionerate,  
1<sup>st</sup> Floor, 180 Shantipally,  
Rajdanga Main Road,  
Kolkata - 700 107.

Subject :- RTI application dt. 05.02.2020 filed by Shri Ashis Bala,  
W.B - 712103, transfer under Sec. 5(4) of RTI Act, 2005-reg.

Please refer to your letter under C.No. V(30)32/RTI/HQ/CGST & CX/Kol  
North/2020/5398 dated 07.02.2020 on the subject mentioned above.

The desired information as available in this office is given below:

Sl. No.	Information
1	Copy of APAR/ACR Grading for the period of 2010-11 and all copies of relied upon documents issued/communicated against him separately enclosed for your ready reference.
2	In this regard the letter of Superintendent (Vig.), C.Ex & Service Tax, Haldia Comm'te addressed to the Supdt. (Vig.), C.Ex Kolkata-1 Comm'te enclosed as a proof of served APAR for the year 2010-11 and acknowledgement receipt dt. 02.12.2014 to Shri Asish Bala.
3	Copy of Appeal for expunge of the APAR/ACR Grading for the period 2010-11 and the copy of answer of the said appeal for expurgation is enclosed for your ready reference.

This is to your kind information and taking necessary action at your end please.

Encl: Seventeen (17) Sheets as above.

57

*(Signature)*  
17/2/2020  
ARUN MAJUMDER  
Assistant Commissioner (Vig.)  
CGST & Central Excise  
Kolkata North Commissionerate

1  
(24)  
नाम / Name:  
अवधि / Period:

FORM OF ANNUAL PERFORMANCE ASSESSMENT REPORT OF INSPECTORS  
IN THE CUSTOMS AND CENTRAL EXCISE DEPARTMENT

केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क विभाग में कार्यरत निरीक्षकों के वार्षिक निष्पादन की मूल्यांकन रिपोर्ट

Last date for receipt 31<sup>st</sup> Aug  
प्राप्त करने की अंतिम तारीख :- 31 अगस्त

Date when received in Commissionerate's office .....  
जायकत कार्यालय में प्राप्ति की तिथि :-

Ministry/ Department/Office: ... Finance, Revenue, Tara-II Division,  
मंत्रालय / विभाग / कार्यालय :- को- II Commissionerate, Technical branch.

Reporting period: 1.4.2010 - 31.03.11.  
रिपोर्ट की अवधि :-

**PART - I (PERSONAL DATA)**

खंड :- 1 (व्यक्तिगत विवरण)

1. Name of the Officer: Ashis Bala, Inspector, CE,  
01. अधिकारी का नाम :-

2. Date of Birth:  
02. जन्म तिथि :-

3. Date of continuous appointment in the present grade:  
03. वर्तमान पद पर नियुक्ति की तारीख :-

4. Charges held with date: joined this Divn on 02.06.2010  
04. तारीखों सहित सम्भाले गए कार्यभार का ब्यौर :-

5. Period of absence from duty, on leave, training etc. .

05. अयकाल, प्रशिक्षण, आदि के कारण ड्यूटी से अनुपस्थिती की अवधि :-

Commuted leave ref 12.06.10 to 29.06.10 = 13 days x 2 = 26 days.

Commuted leave ref 12.07.10 to 23.07.10 = 12 days x 2 = 24 days.

Commuted leave ref 12.08.10 to 21.08.10 = 10 days x 2 = 20 days.

नाम / Name:

अवधि / Period:

6. Whether the officer reported upon has submitted his IPR for the calendar year?

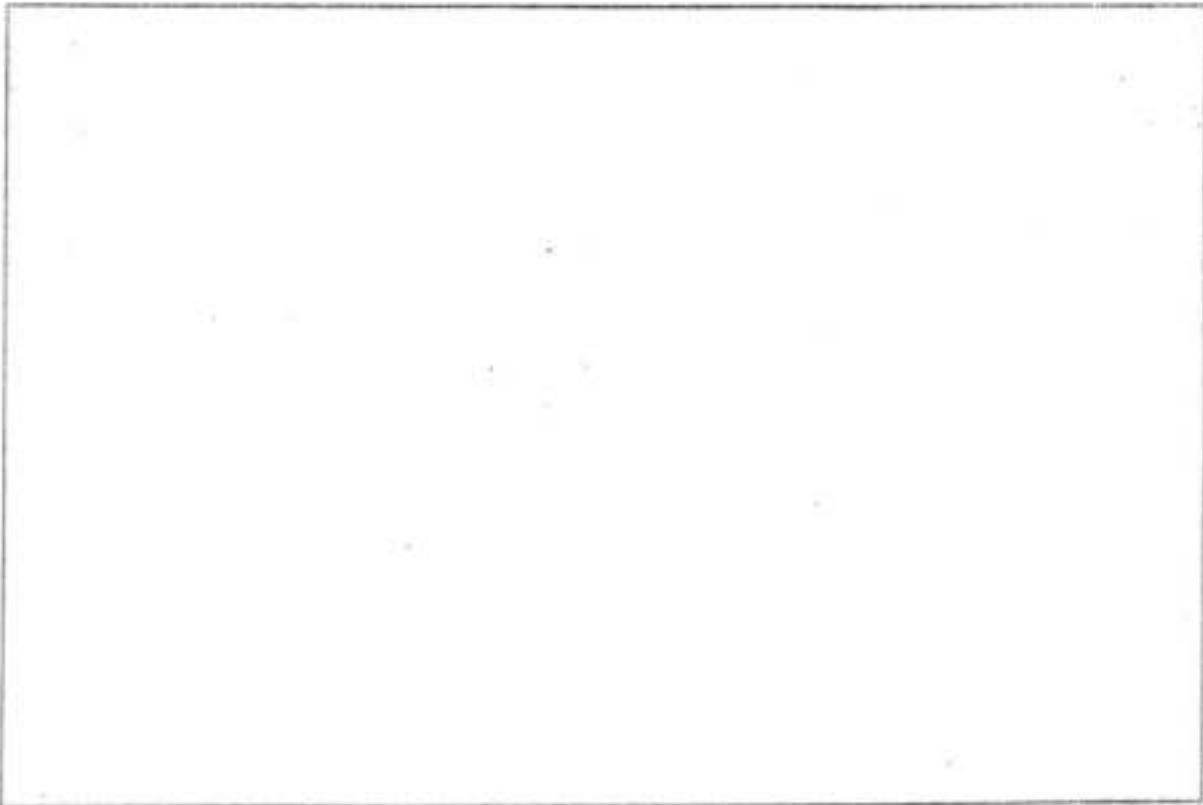
06. क्या रिपोर्टिंग अधिकारी ने वर्ष का अपना आई.पी.आर. जमा किया है ?

**PART -II -SELF APPRAISAL**

**अंश II- स्व.मूल्यांकन**

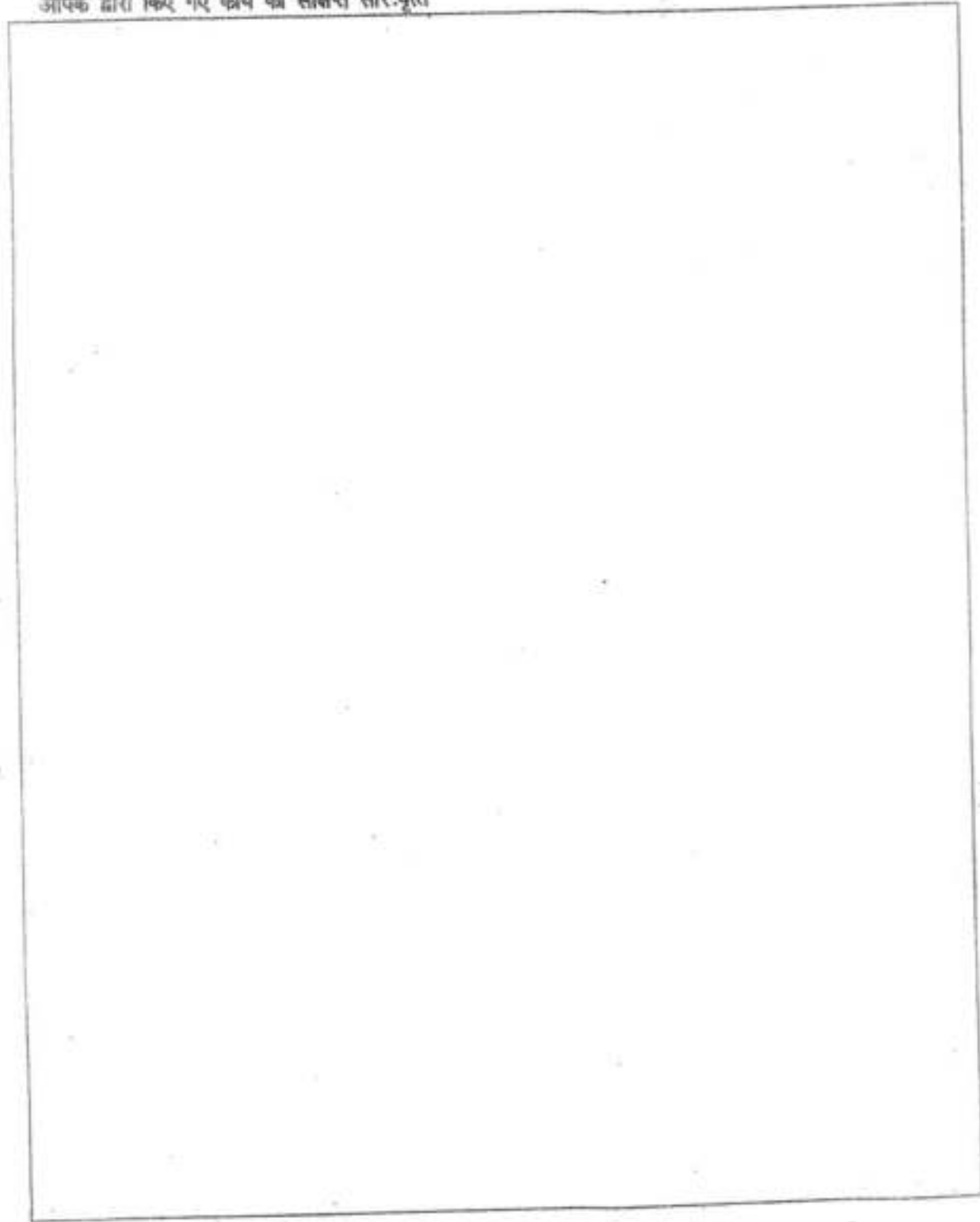
1. A brief statement of the work handled by the officer during the reporting period

01. रिपोर्ट की अवधि के दौरान उक्त अधिकारी के द्वारा निपटाया गया सक्षिप्त कार्य विवरण :-



57 \*  
(17)

2. Brief resume of the work done by you during the year /period from ..... to ..... is ..... तक के वर्ष अन्तर्धि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त सार.वृत्त





नाम / Name:

अवधि / Period:

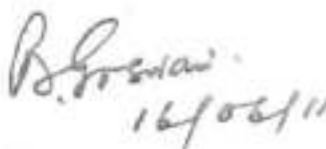
**PART- III – APPRAISAL****खंड : III -आकलन**

Objective assessment in item nos. 1, 2 and 3 below. (The assessment should rate the officer vis-à-vis his/her peers and not the general population. Grading should be specific and assigned on a scale of 1-10 with 1 pertaining to the lowest grade and 10 to the highest grade.)

नीचे मद संख्या 1,2 और 3 में वस्तुनिष्ठ मूल्यांकन - ; इस मूल्यांकन में अधिकारी को उसके समकक्ष अधिकारियों के संदर्भ में दर्जा निर्धारित किया जाएगा न कि आम जनता की तुलना में । ग्रेड विशिष्ट होने चाहिए और 1-10 के बीच दिए जाने चाहिए, 1 का अर्थ होगा निम्नतम ग्रेड और 10 उच्चतम ग्रेड होगा । छ

1. Assessment of work output (weightage to this Section would be 40%)

01. कार्य निष्पादन का मूल्यांकन (इस भाग का महत्व 40: है)

	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण अधिकारी का आद्य हस्ताक्षर Initial of Reviewing Authority
(I) निपटारे गए नियोजित कार्य / विषयानुसार सौंपे गये कार्य i) Accomplishment of planned work/work allotted as per subjects allotted	1.25	2	
(II) परिणाम की गुणवत्ता ii) Quality of output	1.25	2	
(III) विश्लेषण की योग्यता iii) Analytical ability	1.25	2	
(IV) किये गये असाधारण कार्य / अप्रत्याक्षित कार्य का पूरा होना (iv) Accomplishment of exceptional work/unforeseen tasks performed	1.25	2	
(अ) कार्य के निष्पादन की सकल ग्रेडिंग (v) Overall Grading on 'Work Output'	1.25	2	

(13)

5

नाम / Name:  
अवधि / Period:

2. Assessment of personal attributes (weightage to this Section would be 30%)

02. वैयक्तिक गुणों का आकलन (इस भाग का महत्व 30: है )

	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण अधिकारी का आव हस्ताक्षर Initial of Reviewing Authority
(i) कार्य के प्रति दृष्टिकोण i)Attitude to work	1.25	2	B. Goswami 16/6/11
(ii) जिम्मेदारी की भावना ii)Sense of responsibility	1.25	2	
(iii) अनुशासन में समय रहने की क्षमता iii)Maintenance of Discipline	1.25	2	
(iv) संचरण कौशल (iv)Communication skills	1.25	2	
(v) नेतृत्व गुण (v)Leadership qualities	1.25	2	
(vi) समुचित भावना में कार्य करने की क्षमता (vi)Capacity to work in team spirit	1.25	2	
(vii) समय सीमा के अन्दर कार्य करने की क्षमता (vii)Capacity to work in time limit	1.25	2	
(viii) एक दूसरे से आपसी संबंध (viii)Inter-personal relations	1.25	2	
(ix) व्यक्तिगत गुणों के आकलन की सकल ग्रेडिंग (ix)Overall Grading on personal attributes	1.25	2	

नाम / Name:

अवधि / Period:

3. Assessment of functional competency (weightage to this Section would be 30%)  
04. कार्यक्षमता का आकलन (इस भाग का महत्त्व 30 प्रतिशत होगा)

	रिपोर्टिंग प्राधिकारी Reporting Authority	पुनरीक्षण प्राधिकारी Reviewing Authority	पुनरीक्षण अधिकारी का नाम प्रस्तावर Initial of Reviewing Authority
(I) विधि/निर्णय/प्रक्रियाओं का कार्यक्षमता ज्ञान एवं सही रीति से उपयोग i) Knowledge of Rules / Regulations / procedures in the area of function and ability to apply them correctly.	1.25	3	B. J. G. ... 14/6/11
(II) रणनीतिक योजना की योग्यता ii) Strategic planning ability	1.25	2	
(III) निर्णय लेने की योग्यता (iii) Decision making ability	1.25	2	
(IV) समन्वय की योग्यता (iv) Coordination ability	1.25	2	
(V) अधीनस्थ लोगों को प्रेरित करने और उनमें काम करने की भावना पैदा करने की योग्यता (v) Ability to motivate and develop subordinates	1.25	2	
(VI) 'काम करने की क्षमता' की समग्र प्रेरित (vi) Overall Grading on functional competency	1.25	2	

04. State of Health:

स्वास्थ्य

He was absent from office for a long period during the month of his illness.

5. Integrity:

सत्यनिष्ठा

Beyond doubt.

61 5  
(9)

नाम / Name:

अवधि / Period:

( The remarks against the integrity column shall be made by the reporting officer in one of the three options mentioned below:-

(सत्यनिष्ठा के कालम की टिप्पणी निम्नलिखित तीन में से एक को रिपोर्टिंग अधिकारी द्वारा भरना जरूरी)

i)	निःसंदेह Beyond doubt
ii)	चूंकि अधिकारी की सत्यनिष्ठा संदिग्धजनक है अतएव एक गुप्त टिप्पणी संलग्न की जा रही है । Since the integrity of the officer is doubtful, a secret note is attached
iii)	उक्त अधिकारी के कार्य को पर्याप्त समय तक नहीं देखा गया है इसलिए कोई निश्चित निर्णय नहीं दी जा सकती है परन्तु इनके विरुद्ध कोई भी बातें अभी तक सामने नहीं आई हैं । Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.

6. Pen-picture of the officer reported upon : (please give an overall assessment of the officer with reference to his/her strengths and lesser strengths and also drawing attention to the qualities, if any, not covered by the entries above.)

06. रिपोर्ट लिखे जाने वाले अधिकारी का शक-विम(कृपया अधिकारी के सार्वजनिक तथा कमजोर क्षेत्रों के प्रति दृष्टिकोण को भी शामिल करें और उसके समग्र गुणों को भी बताएं, यदि कोई उपयुक्त टिप्पणियों में नहीं प्रस्तुत किया है )

The officer did not attend office regularly during the material period. He could not show his ability in any type of office work as he was absent a long period during the material period for his illness.

Kshiteesh Ch. Baseman -  
29.05.11.

नाम / Name:  
अवधि / Period:

7. Attitude of the officer reported upon towards SC/ST/weaker Sections of the society, his understanding and his willingness to deal with them.  
07. रिपोर्ट लिखे जाने वाले अधिकारी की भावना (अभिप्रेति) अ.जा./ अ.जन जाति/ समाज के पिछड़े वर्गों के प्रति विश्र प्रकाश की है और उनको समझने एवं उनके साथ काम करने की इच्छा कैसी है :

8. Overall grade, rating & score of the officer reported upon :  
08. रिपोर्ट लिखे जाने वाले के संबंध में समग्र ग्रेड, रेटिंग एवं प्राप्तांक  
09.

(i) OVERALL GRADE (On a scale of 1-10):  
समग्र ग्रेड (1 - 10 स्केल पर)

1.25

(ii) RATING and SCORE:  
रेटिंग एवं प्राप्तांक

Average - 1.25

Instructions  
अनुदेश

A. Calculation of overall grade:  
a- समग्र ग्रेड का अकलन

समग्र ग्रेड = कार्यक्षमता का ग्रेड (मद सं. 1(v) X 40 :), व्यक्तिगत गुणों की समग्र रेटिंग [मद सं. 2 (ix) X 30%] + कार्यात्मक योग्यता का ग्रेड [मद सं. 3 (vi) X 30%]  
Overall GRADE = [Grade on Work Output {item No.1 (v)x40%}+[Grade on Personal Attributes {item No.2(ix)x30%}]+[Grade on Functional Competency {item No. 3(vi)}x30%]

नाम / Name:  
अवधि / Period:

**B. Equivalence between overall GRADE, RATING and SCORE:**

ब. समग्र ग्रेड, रेटिंग एवं प्राप्तांक के बीच समतुल्यता

ग्रेड GRADE	रेटिंग RATING	प्राप्तांक SCORE
8-00 एवं इससे अधिक 8.00 and above	उत्कृष्ट Outstanding	9
6-00 एवं इससे अधिक परन्तु 8-00 से कम 6.00 and above but below 8.00	बहुत अच्छा Very Good	7
4-00 , एवं इससे अधिक परन्तु 6-00 से कम 4.00 and above but below 6.00	अच्छा Good	5
4-00 से कम Below 4.00	सामान्य Average	0

**C. Elaboration required for certain categories of scores and grading:**

प. कुछ निश्चित श्रेणियों के प्राप्तांक एवं रेटिंग के संबंध में विस्तृत टिप्पणियाँ दी जानी चाहिए।

नम्र सं. 6 के प्रविष्टियों में रेटिंग का आक्षर सुस्पष्ट रहना चाहिए। यह आशा की जाती है कि कोई भी 1 या 2 रेटिंग को हल्के चित्र में, पर्याप्त रीति से विशिष्ट कुछ को दर्शाते हुए न्यायोचित ठहराई जाए और उसी प्रकार किसी अधिकारी को 9.00 ग्रेड एवं इससे अधिक तभी दिया जाए जब उसमें असाधारण गुण हों और उसने उच्च श्रेणी का कार्य निभाया है।  
It is expected that any grading of 1 or 2 would be adequately justified in Pen Picture by way of specific failures and similarly, an officer should be awarded a grade of 9.00 and above only if exceptional qualities and performance have been observed, and grounds for the grading are brought out clearly in the Entry under item No. 6 above.

Signature of the Reporting Authority  
रिपोर्टिंग अधिकारी का हस्ताक्षर

Kshitesh Ch. Bateman.

Place: - Malkajgiri.  
स्थान :-

Name of the Reporting Authority with  
Designation (during the period of report)

Supdt / T-II Division

रिपोर्टिंग अधिकारी का नाम & पदनाम

(रिपोर्ट की अवधि के दौरान)

Date: 29/05/11  
तारीख :-

(3)

58

नाम / Name:

अवधि / Period:

**PART-IV: REVIEW**

**खंड :- IV : समीक्षा**

(To be filled in by the Reviewing Authority)

(पुनरीक्षण प्राधिकारी के द्वारा भरी जाय)

1. Do you agree with the assessment in the Pen Picture reflected by the Reporting Officer in respect of the strengths and qualities and lesser strengths of the officer reported upon? In case of disagreement, please specify the reasons and give details. Is there anything you wish to modify or add?

01- क्या आप रिपोर्टिंग अधिकारी द्वारा दर्शाए गए शब्द-चित्र के आकलन से सहमत हैं ? रिपोर्ट लिखे जाने वाले अधिकारी के संबंध में सकारात्मक तथा कमजोर क्षेत्रों की टिप्पणियों से सहमत हैं & यदि असहमत हैं तो कृपया उसके कारण बताते हुए स्पष्ट विवरण दें । क्या आप उसमें सुधारना या जोड़ना चाहते हैं ?

I agree with the assessment done by the Reporting officer.

2. If the officer reported upon is a member of the SC/ST, indicate whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.

नाम / Name:  
अवधि / Period:

3. Overall GRADE, RATING and SCORE of the officer reported upon (based on grades awarded by the Reviewing Authority in item No. 1, 2 and 3 in Part-III: Appraisal) ( Please see instructions under Item No. 8 in part-III)
3. रिपोर्ट लिखे जाने वाले अधिकारी के संबंध में समग्र ग्रेड, रेटिंग एवं प्राप्तांक (पुनरीक्षण प्राधिकारी का गठित मू. सं. 1, 2, और खंड III के 3 के मूल्यांकन पर आधारित है) (कृपया खंड III के मू. सं. 8 पर विचार कर अनुदेश को देखें)

Please indicate  
कृपया दर्शाएं :-

A. OVERALL GRADE (on a scale of 1-10)  
(क) समग्र ग्रेड (1-10 के स्केल पर)

2 (Two)

B. RATING and SCORE:  
(ख) रेटिंग एवं प्राप्तांक

Average, 0 (Zero)

Signature of the Reviewing Authority  
पुनरीक्षण प्राधिकारी का हस्ताक्षर

B. Goswami

Place: Kolkata

BHABATOSH GOSWAMI  
DC. / Tara-II, C.Ex. Kol- VI  
Name of the Reviewing Authority with  
Designation (during the period of report)

स्थान :-  
तारीख :- 16.06.2011.

(पुनरीक्षण प्राधिकारी का नाम / पदनाम  
(रिपोर्ट की अवधि के दौरान))



415

26 FEB 2015

1.01

R  
22.2.15

To,  
The Deputy Commissioner (P & V),  
Central Excise & Service Tax,  
Haldia Commissionerate,  
25, Princep Street,  
Kolkata-700072.

Respected Sir, Sub:- 'Below the Bench Mark' in the APPR of Sri Asish Bala, Inspector pertaining to the period 2010-11 - ~~Requesting~~ furnishing of Comments-Reg.

I have honour to intimate your goodself with reference to your letter issued under C.No.II(9)6/Vig/Haldia/2014/113 dt 11.02.2015 that it was reported Sri Asish Bala, Inspector was ill. The Reviewing Authority agreed with my Assessment done for the year 2010-11 for Sri Asish Bala, Inspector, C.Ex. The above Assessment for the year 2010-11 was done considering the office-activities and records of the officer during the period in question. His office-activities and records in this respect may kindly be enquired by you if required.

This is for your kind perusal and necessary action.

Yours faithfully,

*Kshitish Ch. Barman*  
(Kshitish Ch. Barman) 25/02/15  
Supdt, C.Ex., (Adjn.)  
Joka Division, Kol-V Commissionerate.

Copy to  
The Superintendent, C.Ex., Vigilance Branch, Kolkata-V Commissionerate  
for information and necessary action.

(Kshitish Ch. Barman)  
Supdt, C.Ex., (Adjn.)  
Joka Division, Kol-V Commissionerate.

*5/10/15*  
*22/2*

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CONFIDENTIAL  
IMMEDIATE



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
HALDIA COMMISSIONERATE:: 25, PRINCEP STREET, KOLKATA-700 072

F. No. II(9)6/Vig./Haldia/2014/ 241

Dated:- 31/3/15

To  
The Commissioner  
Central Excise  
Kolkata-I Commissionerate  
Kolkata.

**Sub: Below the Bench Mark in the APAR for the year 2010-11 of  
Sri Ashis Bala, Inspector, Haldia Commissionerate - Rejection  
of representation -reg.**

Attention is invited to the fact that the Reporting and Reviewing Officers recorded Below the Bench Mark in the APAR for the year 2010-11 of Sri Ashis Bala, Inspector, Haldia Commissionerate.

Shri Bala, Inspector made a representation on 16-12-2014 against the Below the Bench Mark gradings with the prayer to expunge the same.

In the prevailing circumstances, I have considered the impugned representation of Shri Bala, Inspector on the basis of the available materials vis-à-vis DOPT's OM contained in F.No.21011/1/2005-Estt(A)(Pt.II) dt.14-05-2009 read with F.No.21011/1/2010-Estt.A dt.13-04-201 respectively.

Now, after careful consideration of the fact and circumstances, I reject the representation dt.16-12-2014 of Sri Ashis Bala, Inspector, Haldia Commissionerate.

This is for your information and necessary action.

  
[G.SREE HARSHA]

Commissioner  
Central Excise & Service Tax  
Haldia Commissionerate

Received  
A

CONFIDENTIAL



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
HALDIA COMMISSIONERATE:: 25, PRINCEP STREET, KOLKATA-700 072

C.No: II (9)3/Vig/Haldia/2013/ 645

Dated: 2/12/14

To  
The Superintendent (Vig.),  
Central Excise  
Kolkata-I Comm'te  
180, Shantipally,  
Rajdanga Main Road  
Kolkata-700 107.

[Attn: Suptd, CCR Sec.]

Sir,

Sub: Communication of APAR for the year 2010-11- Case of Sri Asish Bala,  
Inspector- Furnishing of Acknowledgement receipt – reg.

I am directed to refer to your office letter under II(39)9-CCR(Vig)/Misc  
Corres/Kol-I/2014/26133B dt.25-11-14 resting with the above captioned subject.

Accordingly, the APAR, pertaining to the year 2010-11, meant for Shri Asish  
Bala, Inspector posted in this Commissionerate has been served and the acknowledgement  
receipt dt.2-12-14 is enclosed in original for your kind information and necessary action  
please.

Encl: as above (one acknowledgement  
Receipt dt.2-12-14 in original.)

Yours faithfully,

Ray 2/12/14

(M.K. Ray)

Superintendent(Vig.)  
Central Excise & Service Tax  
Haldia Commissionerate.

o/c

Point No. 3 / OK



Handwritten signature and initials, including the number (29) in a circle and the date 18/12.

To:  
The Hon'ble Commissioner,  
Central Excise & Service Tax,  
Haldia Commissionerate,  
25, Princep Street,  
Kolkata-700072.

Respected Sir,

**SUB:- Prayer for expunge of adverse remarks in the APAR for the year 2010-2011-Case of Ashis Bala, Inspector, Haldia Commissionerate-reg.**

1. With due respect and humble submission, I am to inform you that I have become extremely shocked and anguished on going through the below bench mark grading in my APAR for the year 2010-2011. When I was posted in Kolkata-VI Commissionerate.
2. Sir, as a matter of fact, a plain reading of the different Columns. (Assessment of work output) of Part-III-APPRAISAL elicits that the Reporting Authority has given the overall grading as 1.25 whereas the Reviewing Authority vide PART-IV(Review) has given overall grading as 2 citing in the PEN PICTURE i.e. Col.6 that, "The officer did not attend office regularly during the material period. He could not show his ability in any type of office duty as he was absent a long period during the material period for his illness."
3. Hence, it is manifestly clear from the assessment made in the Pen Picture that the Reporting Authority himself acknowledged the fact that during the material period I was seriously ill and for which I had to be on Medical leaves with constant life saving much needed treatment.
4. Therefore, it may kindly be appreciated that in the instant case long absence on my part from the office has unfortunately been caused by my ill-health, which was beyond my control and my condition was so alarming that restricted my movement and precisely I was confined to bed.
5. Moreover, so far as my Integrity is concerned, it has been assessed/graded as "BEYOND DOUBT" vide Col.5 (Integrity). Thus, the assessment of the Reporting/Reviewing Authority (In fact, Reviewing Authority has simply agreed with the assessment of the Reporting Authority vide Col.1 of Part-IV (Review) is contradictory/inimical inasmuch as in one breath both of them have viewed / rated my performance as Below the Bench Mark, while in the other assessed my integrity BEYOND DOUBT which explicitly established/lent credence to the fact that my inability to attend office was due to my frail and fragile health and nothing else. And as a sub-ordinate staff member, my condition of acute ailments much have merited/deserved sympathetic stand rather than such harsh, unexpected, unfair and heart breaking attribute particularly when I did not commit any violation/offence by availing Commuted Leave for a long spell exclusively for my all-important life saving treatment and recovery.

DC	AC	Supdt.
P&W	Tech	AE S. Tax

(27)

6. Lastly but no less importantly, it may not be out of place to cite that not a single memo was issued to me during the material period in this regard, a/imperative precondition for assessing any officer's performance as "Average "or in the process Adverse. Therefore, both the Reporting as well as the Reviewing Officers have blatantly violated/failed to comply with the Government's Rules, Regulations and Procedure set out/laid down on this score.

7. That both the Reporting and Reviewing Authority were totally biased, unjust and unfair, while assessing my performance, would be corroborated by fact that neither before nor after 2010-11 had/have my performance been assessed in the negative/so miserably.

8. In addition to the above, it has been gathered that due to the "Below the Bench Mark "grading for the period 2010-11, I have been/am being deprived/bereft from getting my much covered/long-awaited promotion to the grade of Superintendent, which cannot but me to inexplicable pain and agony for no fault on my part.

In the light of the above backdrop, I would earnestly entreat before your gracious self to kindly expunge the adverse remarks from my APAR for the year 2010-11 and thereby render me entitled to /eligible for enjoying my long due promotion in the grade of Superintendent.

And For Such Act of Kindness, I shall remain ever grateful to you.

Yours faithfully,

*Ashis Bala*

(ASHIS BALA)

16/12/2014

Inspector of Central Excise & S. Tax  
Service Tax Division  
Haldia Commissionerate  
Kolkata.

Copy forwarded to the Commissioner, Central Excise, Kolkata-I Commissionerate for his kind information please.

*Ashis Bala*

(ASHIS BALA)

16/12/2014

Inspector of Central Excise & S. Tax  
Service Tax Division  
Haldia Commissionerate  
Kolkata

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GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
HALDIA COMMISSIONERATE, 25, PRINCEP STREET, KOLKATA-700 072

C.No.II(9)6/Vig/Haldia/2014/ 250

Dated: 08/04/15

To  
Shri Ashis Bala  
Inspector  
Service Tax Division  
Haldia Commissionerate  
Kolkata-700 072.

Sub: 'Below the Bench Mark' in the APAR of Sri Ashis Bala,  
Inspector pertaining to the period 2010-11- Intimation  
regarding rejection of representation-reg.

I am directed to refer to your representation 16-12-2014 made against  
'Below the Bench Mark' recorded by the Reporting as well as Reviewing  
officer in your APAR pertaining to the period 2010-11.

In this context, I am further directed to inform you that on careful consideration  
vis-à-vis the available materials, the Competent Authority viewed that the  
assessment and attributes recorded by the Reporting and Reviewing Officers in  
the APAR for the year 2010-2011 are correct, justifiable and well tenable.  
Accordingly, after due consideration in the light of the DOPT's OM  
No.21011/1/2005-Estt(A)(Pt.II) dt.14-05-2009 your impugned representation  
dt.16-12-2014 has been rejected by the Competent Authority.

This is for your information.

01/0

G. Karmakar  
16/4/15

( S.Karmakar )  
Deputy Commissioner (P&V)  
Central Excise & Service Tax  
Haldia Commissionerate

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CONFIDENTIAL



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
HALDIA COMMISSIONERATE, 25, PRINCEP STREET, KOLKATA-700 072

C.No.II(9)6/Vig/Haldia/2014/ 250

Dated: 08/04/15

To  
Shri Ashis Bala  
Inspector  
Service Tax Division  
Haldia Commissionerate  
Kolkata-700 072.

Sub: 'Below the Bench Mark' in the APAR of Sri Ashis Bala,  
Inspector pertaining to the period 2010-11- Intimation  
regarding rejection of representation-reg.

I am directed to refer to your representation 16-12-2014 made against  
'Below the Bench Mark' recorded by the Reporting as well as Reviewing  
officer in your APAR pertaining to the period 2010-11.

In this context, I am further directed to inform you that on careful consideration  
vis-à-vis the available materials, the Competent Authority viewed that the  
assessment and attributes recorded by the Reporting and Reviewing Officers in  
the APAR for the year 2010-2011 are correct, justifiable and well tenable.  
Accordingly, after due consideration in the light of the DOPT's OM  
No.21011/1/2005-Estt(A)(Pt.II) dt.14-05-2009 your impugned representation  
dt.16-12-2014 has been rejected by the Competent Authority.

This is for your information.

ole

G. Karmakar  
16/4/15

( S.Karmakar )  
Deputy Commissioner (P&V)  
Central Excise & Service Tax  
Haldia Commissionerate

415  
To:  
The Deputy Commissioner (P & V),  
Central Excise & Service Tax,  
Haldia Commissionerate,  
25, Princep Street,  
Kolkata-700072.

26 FEB 2015

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R  
27-2-15

Respected Sir, Sub:- 'Below the Bench Mark' in the APPR of Sri Asish Bala, Inspector pertaining to the period 2010-11 - ~~reporting~~ furnishing of Comments-Reg.

I have honour to intimate your goodself with reference to your letter issued under C.No.II(9)6/Vig/Haldia/2014/113 dt 11.02.2015 that it was reported Sri Asish Bala, Inspector was ill. The Reviewing Authority agreed with my Assessment done for the year 2010-11 for Sri Asish Bala, Inspector, C.Ex. The above Assessment for the year 2010-11 was done considering the office-activities and records of the officer during the period in question. His office-activities and records in this respect may kindly be enquired by you if required.

This is for your kind perusal and necessary action.

Yours faithfully,

Kshitish Ch. Barman

(Kshitish Ch. Barman) 25/02/15

Supdt, C.Ex., (Adjn.)

Joka Division, Kol-V Commissionerate.

Copy to  
The Superintendent, C.Ex., Vigilance Branch, Kolkata-V Commissionerate  
for information and necessary action.

(Kshitish Ch. Barman)

Supdt, C.Ex., (Adjn.)

Joka Division, Kol-V Commissionerate.

415  
27/2/15



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CONFIDENTIAL  
IMMEDIATE



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
HALDIA COMMISSIONERATE:: 25, PRINCEP STREET, KOLKATA-700 072

F. No. II(9)6/Vig./Haldia/2014/ 241

Dated:- 31/3/15

To  
The Commissioner  
Central Excise  
Kolkata-I Commissionerate  
Kolkata.

**Sub: Below the Bench Mark in the APAR for the year 2010-11 of  
Sri Ashis Bala, Inspector, Haldia Commissionerate – Rejection  
of representation –reg.**

Attention is invited to the fact that the Reporting and Reviewing Officers recorded Below the Bench Mark in the APAR for the year 2010-11 of Sri Ashis Bala, Inspector, Haldia Commissionerate.

Shri Bala, Inspector made a representation on 16-12-2014 against the Below the Bench Mark gradings with the prayer to expunge the same.

In the prevailing circumstances, I have considered the impugned representation of Shri Bala, Inspector on the basis of the available materials vis-à-vis DOPT's OM contained in F.No.21011/1/2005-Estt(A)(Pt.II) dt.14-05-2009 read with F.No.21011/1/2010-Estt.A dt.13-04-201 respectively.

Now, after careful consideration of the fact and circumstances, I reject the representation dt.16-12-2014 of Sri Ashis Bala, Inspector, Haldia Commissionerate.

This is for your information and necessary action.

  
[G.SREE HARSHA]  
Commissioner

Central Excise & Service Tax  
Haldia Commissionerate

Received  
A

Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly.			
(ii) Strategic planning ability.			
(iii) Decision-making ability			
(iv) Co-ordination ability			
(v) Ability to motivate and develop subordinates			
Overall Grading on functional competency			

ANNEXURE - III

Time schedule for preparation / completion of APAR  
(Reporting Year-Financial Year)

S. No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 <sup>st</sup> March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April.
3.	Submission of report by reporting officer to reviewing officer	30 <sup>th</sup> June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided.	31 <sup>st</sup> July
5.	Appraisal by accepting authority, wherever provided	31 <sup>st</sup> August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority.	01 <sup>st</sup> September
	(b) Disclosure to the officer reported upon where there is accepting authority.	15 <sup>th</sup> September

ADMINISTRATION

of 1 or 2 (against work output or and be adequately justified in the pen- nes and similarly, any grade of 9 or spect to specific accomplishments. ed to be rare occurrences and hence eing a numerical grade, the reporting ld rate the officer against a larger ay be currently working under them. d will be rated as 'outstanding' and ne purpose of calculating average otion. e short of it will be rated as 'very e of 7. e short of 6 will be rated as 'good' e given a score of zero.

Section II  
Weightage to this Section would be 40%

Reporting Authority	Reviewing Authority	Initial of Reviewing Authority

Weightage to this Section would be 30%

Reporting Authority	Reviewing Authority	Initial of Reviewing Authority

S. No.	Activity	Date by which to be completed
7.	Receipt of representation, if any, on APAR.	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority. (a) where there is no accepting authority for APAR. (a) where there is accepting authority for APAR.	21st September 06 <sup>th</sup> October
9.	Disposal of representation by the competent authority.	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell.	15th November
11.	End of entire APAR process, after which the APAR will be finally taken on record.	30 <sup>th</sup> November

[ G.I., Dept. of Per. & Trg., O.M. No. 21011/1/2005-Ext. (A) (Pt-I), dated the 23rd July, 2009. ]

**50. SC/ST community column in Part-I of the CR formats of Group 'A' Officers, deleted.**— Confidential Report formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers, have a column in Part-I to indicate whether they belong to SC/ST community. A suggestion was made that this column should be deleted from the CR formats as it operated to the disadvantage of SC/ST officers.

2. This suggestion was examined in consultation with the National Commission for Scheduled Castes and Scheduled Tribes. The Commission agreed to the deletion of the column in Part-I of CR formats of Group 'A' officers meant to indicate whether they belong to SC/ST community.

3. It has, therefore, been decided to delete the said column in CR formats of Group 'A' officers with effect from the next reporting year.

4. CR formats prescribed by this Department vide O.M. No. 12/2/84-PP, dated 18-12-1986, *inter alia* for the post of Under Secretary, Deputy Secretary / Director in the Central Secretariat would stand modified accordingly.

5. All the Cadre Controlling Authorities are requested to delete the said column in CR formats of Central Services Group 'A' officers and other Group 'A' officers, including CHS officers.

[ G.I., Dept. of Per. & Trg., O.M. No. 21011/6/97-Ext. (A), dated the 17th February, 1999. ]

**51. Post of Under Secretary, Director in the CR format.**— It is to be noted that the column in Part-I of CR format whether they belong to SC/ST community reporting year, i.e., 1999-2000.

2. It is further clarified that CR vide O.M. No. 12/2/84-PP, dated 18-12-1986, Secretary may be segregated from the Officer and clubbed with the format of Secretary / Director.

[ G.I., Dept. of Per. & Trg., O.M. No. 21011/1/2005-Ext. (A) (Pt-I), dated the 23rd July, 2009. ]

**52. ACRs of Chief Vigilance Officers, who are working on a full-time basis.**— The ACRs of Chief Vigilance Officers, who are working on a full-time basis, should be written by the Secretary of the Ministry. The Report would be reviewed by the Officers working on a part-time basis in the vigilance work forms the major part of the Department would write the opinion of the immediate superior or Head of the Department. The ACRs of servants reported upon in the non-vigilance work should be reviewed in the manner indicated above. Only a small part of the work of the persons mostly engaged on other work, the Report items of work would record his assessment. The Report should be submitted to the Head of the Department but also add his remarks about the Vigilance Officer will also be assessed as provided in the Government Resolution of the Commission.

[ G.I., Dept. of Per. & Trg., O.M. No. 12/2/84-PP, dated 18-12-1986, *inter alia* for the post of Under Secretary, Deputy Secretary / Director in the Central Secretariat would stand modified accordingly. ]

**53. Placing of letter of appreciation in the Confidential Reports Dossier should be discouraged.**— The placing of letters of appreciation in the Confidential Reports Dossier should be discouraged in the following cases:—

- Letters of appreciation issued by the Head of Department in respect of the work of the officers in the committees, etc., or excelsior for a Government service.
- Letters of appreciation for individual officials (other than those who may go into the Confidential Reports Dossier).

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**CONFIDENTIAL**



GOVERNMENT OF INDIA  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
HALDIA COMMISSIONERATE, 25, PRINCEP STREET, KOLKATA-700 072

C.No.II(9)8/Vig/Haldia/2014/ 250

Dated: 06/04/15

To  
Shri Ashis Bala  
Inspector  
Service Tax Division  
Haldia Commissionerate  
Kolkata-700 072.

Sub: 'Below the Bench Mark' in the APAR of Sri Ashis Bala,  
Inspector pertaining to the period 2010-11- Intimation  
regarding rejection of representation-reg.

I am directed to refer to your representation 16-12-2014 made against  
'Below the Bench Mark' recorded by the Reporting as well as Reviewing  
officer in your APAR pertaining to the period 2010-11.

In this context, I am further directed to inform you that on careful consideration  
vis-à-vis the available materials, the Competent Authority viewed that the  
assessment and attributes recorded by the Reporting and Reviewing Officers in  
the APAR for the year 2010-2011 are correct, justifiable and well tenable.  
Accordingly, after due consideration in the light of the DOPT's OAI  
No.21011/1/2005-Estt(A)(Pt.II) dt.14-05-2009 your impugned representation  
dt.16-12-2014 has been rejected by the Competent Authority.

This is for your information.

ole

G. Karmakar  
16/4/15

( S.Karmakar )  
Deputy Commissioner (P&V)  
Central Excise & Service Tax  
Haldia Commissionerate

20313  
25/2/2020



Supdt (RTI)  
Damonkey  
25/2/20



GOVERNMENT OF INDIA  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST & CX, KOLKATA NORTH COMMISSIONERATE  
180, SHANTIPALLY, RAIDANGA MAIN ROAD, KOLKATA-700107

C.No. III(20)25/Part-II/Accts/RTI-CPGRAM/CGST/KN/2017 / 6769

Dated:

25 FEB 2020  
In S. Narayan, Jimp.  
for info

To,  
The CPIO & Assistant Commissioner,  
HQ, RTI Cell,  
CGST : Kol- North Commissionerate.

Sir,

Subject- RTI application dtd. 12.02.2020 filed by Shri Ashis Bala, W.B.- 712103- regarding.

Please refer to your office letter C.No. V(30)36/RTI/HQ/CGST&CX/Kol North/2020/6222 dated 19.02.2020 on the above mentioned subject.

The Point wise reply to the information sought is provided below.

Reply to Point no. 1- Copy of Leave Records of Shri Ashis Bala's service book containing Leave Calculation for the required period i.e. 01.04.2010 to 31.03.2011 is attached as Annexure 'A'.

Reply to Point No. 2, 3, 4 & 5- The required information is not related to this section.

Encl: Annexure 'A' (02 sheets)

Yours faithfully,

*Raghu*  
(Raghu Nath Chatterjee)  
Chief Accounts Officer  
CGST & CX, Kolkata North Comm'te  
24.02.20

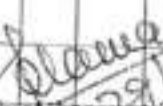
Name of Govt. Servant. Ashish Baba, Inspector

FORM OF LEAVE

अर्जित छुट्टी / Earned Leave

AMOUNT

क्र. सं.	कैलेंडर वर्ष की समाप्ति तक का अवधि	कैलेंडर वर्ष की समाप्ति से पूर्व की अवधि में सेवा के पूर्ण महीने Completed months of service in the half-year of a Calendar year	अर्जित छुट्टी का योग E L credited at the beginning of the half-year	छुट्टी का योग No of days of EOL ( Col. 35 ) availed of during the previous calendar half-year	कम की जाने वाली अर्जित छुट्टी का योग अवधि का 1/10 ) E L to be deducted ( 1/10th of the period in col 5 )	कुल अर्जित छुट्टी दिनों का योग Total E L at credit in days ( Col. 4+11-5 )	अर्जित छुट्टी Leave taken		अर्जित छुट्टी से लौटने के बाद शेष अर्जित छुट्टी का योग Balance of E L on return from leave ( Col. 7-10 )	कैलेंडर वर्ष की समाप्ति से पूर्व की अवधि में सेवा के पूर्ण महीने Completed months of service in the half year of a calendar year	अर्जित छुट्टी का योग H. P. L. credited at the beginning of Half-year	छुट्टी का योग No of days tested as 'dies non' during the previous half-year	अर्जित छुट्टी से लौटने के बाद शेष अर्जित छुट्टी का योग H- P. L. to be deducted ( 1/10th of the period in Col 4 )	कुल अर्जित छुट्टी का योग Total H P L. at credit in days ( Col. 35+13 - 15 )	से / From	दिनों की संख्या / No. of days	से / From	दिनों की संख्या / No. of days	से / From	दिनों की संख्या / No. of days	
							से	तक / To													से
1	1/10	3/10	6M	15	49	5	10	1/10	8 1/10	8	2	6M	10	22	23						
							2	12 1/10	13 1/10	2	NIL										19 1/10

  
 Ashish Baba, Inspector  
 Central Office  
 Kolkata VI Commissionerate  
 Kolkata

Ashiy Bala, Inspector

वर्षों और स्वास्थ्य प्रमाणपत्रों के आधार पर परिवर्तित छुट्टी अर्थात् छुट्टी सहित छुट्टी) (Leave not due and on medical certificate including commuted leave and leave not due)

अर्थात् छुट्टी / Leave not due

लोकहित में प्रमाणित अध्ययन के लिए बिना स्वास्थ्यप्रमाण पत्र के परिवर्तित छुट्टी संपूर्ण सेवा में 90 दिन की परिवर्तित छुट्टी में बदली गयी 180 दिन की अर्ध वेतन छुट्टी तक सीमित।  
Committed leave without Medical Certificate for studies certified to be in public interest limited to 180 days (H.P.L. converted into 90 days commuted leave in entire service)

अर्ध वेतन छुट्टी में बदली गई परिवर्तित छुट्टी का लम्बा 25 और 22 का दुगुना (twice of Col. 22 and 25)

संपूर्ण सेवा में 360 दिन तक सीमित अर्थात् छुट्टी Leave not due limited to 360 days in entire service

स्वास्थ्य प्रमाण पत्र के आधार पर 30 दिनों तक सीमित स्वास्थ्य प्रमाण पत्र के अलावा अन्य आधार पर 180 दिनों तक।  
On Medical Certificate Otherwise than on Medical certificate limited to 180 days

अर्थात् छुट्टी (कालम 32+29) Total leave not due (32+29)  
कुल ली गई अर्ध वेतन छुट्टी (कालम 19+26+33) Total half-pay leave taken (Col. 19+26+33)  
छुट्टी से लौटने पर शेष अर्ध वेतन छुट्टी (कालम 16-34) Balance of half-pay leave on return from leave (Col. 16-34)

अन्य प्रकार की ली गई छुट्टियां Other kinds of leave taken

दिनों की संख्या No. of days

से / From

तक / To

दिनों की संख्या No. of days

से / From

तक / To

दिनों की संख्या No. of days

से / From

तक / To

दिनों की संख्या No. of days

अर्थात् छुट्टी (कालम 32+29)

कुल ली गई अर्ध वेतन छुट्टी (कालम 19+26+33)

छुट्टी से लौटने पर शेष अर्ध वेतन छुट्टी (कालम 16-34)

आ. सं. 35+13  
1956 H.P.L. in entire service (Col. 5+13-15)

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
							14 <sup>1</sup> / <sub>10</sub>	18 <sup>1</sup> / <sub>10</sub>	5	10										
			Sanctioned 30 days E.O.L with M.C. from 02/06/10 to 20/06/10																	
							24 <sup>08</sup> / <sub>10</sub>	28 <sup>08</sup> / <sub>10</sub>	5	10										
			Sanctioned 57 days E.O.L with M.C. from 1) 12-02-10 to 23-04-10 2) 29-02-10 to 12-05-10 3) 02-12-10 to 21-12-10																	
			10 <sup>01</sup> / <sub>11</sub>	14 <sup>01</sup> / <sub>11</sub>	5	10														
			Sanction 47 days E.O.L with M.C. from 15/01/11 to 21/02/11																	

Assistant Chief Account Officer  
General Branch  
Railways VI Commissioner's Office  
Ajmer

Jayants Muckherjee  
Adms. Officer  
S. Ex. Tara-II Divn  
Ret-VI Comr'te