Office of the District Judge, Paschim Medinipur.

O-R-D-E-R

No. 02/2025

Dated, Paschim Medinipur,
the 5th day of June, 2025.

In enclosing herewith blank O.P.R Form, all the concerned Judicial Officers are hereby requested to obtain willingness/unwillingness from the staff listed below and send O.P.R of the staff who will submit willingness only attached to his/her establishment after going through the original Service Book of the concerned employee.

In case of any adverse report found in the Service Book of the concerned employee, you are advised to submit a comprehensive report before the undersigned.

There is no need to send the original Service Book of the staff attached to your establishment.

The O.P.R along with willingness and comprehensive report, if any must reach this office by 11.06.2025.

This Should be treated as "EXTREMELY URGENT"

List of the candidates to be considered for promotion to Additional Supervisory & Bench Clerk Gr-II (Level-10, Rs-32,100/- to Rs-82,900 as per ROPA'2019) (26th Vacancy as Per 50 point Roster)			
1.	Sri Chanchal Kumar De	B.C-I, J.M, 2nd Court, Garhbeta, Paschim Medinipur.	The Vacancy is reserved for S.T. but no Candidate belonging to S.T category has been found within the normal zone of consideration for promotion. However, two candidates belonging to S.C category are found within the normal zone of consideration. Hence, the vacancy reserved for S.T may be converted to S.C per rules.
2.	Sri Arup Sarkar	Cashier, Chief Judicial Magistrate's Court, Paschim Medinipur.	
3.	Sri Abirlal Mukherjee	Nazir, Civil Judge's (Junior Division) Court, Ghatal, Paschim Medinipur.	
4.	Sri Chinmoy Kumar Mahanti	Assistant Accountant, Accounts Department, District Judge's Court, Paschim Medinipur.	
5.	Sri Samir Kumar Das	B.C-I, J.M, 5th Court, Sadar, Paschim Medinipur.	

List of the candidates to be considered for promotion to Upper Division Clerk/Assistant & Bench Clerk Gr-III (Level-9, Rs- 28,900/- to Rs-74,500/- as per ROPA'2019) (05th Vacancy as per 50 Point Roster)		
1.	Palash Khan	Suit Clerk, CJ(JD), Garhbeta, Paschim Medinipur.
2.	Sri Mantu Chanda	Process Clerk, Nezarath Department, District Judge's Court, Paschim Medinipur.
3.	Sri Partha Pratim Bera	Assistant Sessions Clerk, English Office, District Judge's Court, Paschim Medinipur.
4.	Sri Debabrata Maity	A.C.C of Criminal Copying Department, Additional Chief Judicial Magistrate's Court, Ghatal, Paschim Medinipur.
5.	Sri Deba Prasad Das	Verification Clerk, Civil Judge (Junior Division), Ghatal, Paschim Medinipur.

District Judge,
Paschim Medinipur.
05.06.2024

District Judge,
Paschim Medinipur

Office of the District Judge, Paschim Medinipur.

Memo No. 962(08)/XIV

Dated, Paschim Medinipur,
the 5th day of June, 2025.

Copy forwarded for information and necessary action to:

01. The Chief Judicial Magistrate, Paschim Medinipur.
02. The Registrar, Civil Courts, Paschim Medinipur.
03. The Additional Chief Judicial Magistrate, Ghatal, Paschim Medinipur.
04. The Judge-in-Charge, Nezarath Department & Accounts Department, District Judge's Court, Paschim Medinipur.
05. The Civil Judge (Junior Division), Ghatal & Garhbeta, Paschim Medinipur.
06. The Judicial Magistrate, 5th Court, Sadar, Paschim Medinipur.
07. The Judicial Magistrate, 2nd Court, Garhbeta, Paschim Medinipur.
08. English Office, District Judge's Court, Paschim Medinipur.

District Judge,
Paschim Medinipur.
05.06.2025

District Judge,
Paschim Medinipur

Annexure – I

Performance Report for Group – 'B' and Group – 'C' 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 – 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 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 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 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. Where ever 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

Accepting Authority	Countersigning Officer	Reporting Officer

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. Behavior 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 :

Accepting Authority	Countersigning Officer	Reporting Officer