

**OFFICE OF THE DISTRICT JUDGE OF SOUTH 24-PARGANAS,
ALIPORE**

Memo No. 9073 -SDR dated, Alipore the 24th day of December, 2024

To:

The Additional District & Sessions Judge / Judge, Special Court, E.C. Act / Chief Judicial Magistrate/ Additional Chief Judicial Magistrate / ACJM-cum-CJSD /Civil Judge (Sr. Divn.)/ Judge, S.C. Court /Sub-Divisional Civil Judge (Jr. Divn.)/Civil Judge (Jr. Divn.)/ Judicial Magistrate,..... Court,

Alipore /Sealdah/ Baruipur /Diamond Harbour/ Kakdwip, South 24-Parganas.

Sir/ Madam,

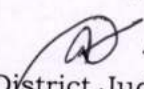
You are kindly requested to transmit the *OPR* (Open Performance Report) in the prescribed format for the period **01/01/2024 to 31/12/2024** for the staff members mentioned in the enclosed Lists, who is/are attached to your Court/Office by **15th January 2025**. This is required for their consideration for promotion to the next higher post.

Please ensure that the **Confirmation Order, Caste Certificate** (only SC/ST) of the concerned staff are included with the said *OPR*.

Additionally, employees being considered for promotion to the post of **Lower Division Clerk** must submit the attached **Declaration Form**, duly filled in, along with the *OPR*.

The Communication may be treated as extremely urgent.

- Enco :1. List of Summon Bailiffs
2. List of Group-D employees
3. Form of Performance Report for Group-"C" Employees.
4. Form of Performance Report for Group-"D" Employees.
5. Declaration Form


District Judge
South 24 Parganas, Alipore
District Judge 24-12-24
South 24 Parganas
Alipore

Annexure – II
Performance Report for Group – ‘D’ 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 – 35

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 – 50

Grading with the corresponding marks: Excellent (10), Very Good (8), Good (6), Average (4), Below Average (0).

1. Promptness in attending to Duty. :
2. Communication Skill (Oral). :
3. Ability to follow instructions. :
4. General awareness of the employee about the work of the department / Office in which he is posted. :
5. Compliance in Carrying out of instructions. :

Signature of the employee with date

Part – II: Appraisal of Accountability & Integrity of Group – ‘D’ 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
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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
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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
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DECLARATION FORM

(To be submitted by Summon Bailiffs/ Group D employees who are under consideration for promotion to the post of LDC)

Name of the Employee :

Employee ID:.....

Presently posted at:

Designation:

I, the undersigned, do hereby declare and agree to the following terms and conditions:

1. I understand that proficiency in computer operations and related tasks is a necessary requirement for holding the post of LDC.
2. I acknowledge that my suitability for this post will be assessed based on my performance in computer-related jobs and other responsibilities assigned to me as an LDC.
3. If I am found lacking necessary proficiency in Computer Operation, I shall be reverted to my earlier position prior to my promotion.
4. I accept that this reversion will be executed without any claim or grievance on my part.

I confirm that I have read and understood the above terms and I voluntarily agree to abide by them.

Signature of Employee: _____

Date: _____

**LIST OF SUMMONS BAILIFFS WHO ARE UNDER ZONE OF CONSIDERATION FOR PROMOTION TO LDC/ SEALS BAILIFF
ACCORDING TO SENIORITY AND WILLINGNESS:**

GR. Sl. No.	Hrms Id	Name	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Place of Posting
1	2	3	4	5	6	7	8	9
1	2013000304	QUAZI SALAUDDIN	B.A(PASS)	GEN	31-10-2035	✓ Seals Bailiff	Seal Bailiff	Nezarath Dept., Diamond Harbour
2	2015001688	JAYANTA GHOSH	M.A.	OBC-B	31-08-2046	✓ Seals Bailiff	N.A	Nezarath Dept., Alipore
3	2013006611	DEBABRATA SARKAR	B.A.(Hons)	GEN	31-03-2044	✓ Seals Bailiff		Nezarath Dept., Alipore
4	2013000101	BAPAN MONDAL	BA	GEN	31-01-2045	✓ Seals Bailiff	Seals Bailiff	Nezarath Dept., Alipore
5	2014000173	BHASKAR MANNA	HS	GEN	30-04-2050	✓ Seals Bailiff	LDC	Nezarath Dept., Alipore
6	2012000190	MD. SOHIDULLA MOLLA	B.SC.	OBC-A	30-09-2046	✓ Seals Bailiff	Seals Bailiff	Nezarath Dept., Baruipur
7	2012007856	MD. MUSTAK MURSED	B.Sc (Pass)	OBC-A	31-03-2039	✓ Seals Bailiff	N.A	Nezarath Dept., Alipore.
8	2012007869	SUKUMAR BASKEY	MADHYAMIK	ST	30-04-2045	✓ Seals Bailiff	Seals Bailiff	Nezarath Dept., Kakdwip
9	2012003012	APU BHADRA	B.A	PH/SC	30-04-2045	✓ Seals Bailiff	N.A	1st CJ(JD), Sealdah
10	2016003798	ATANU RAY	GRADUATE	GEN	30-11-2041	✓ LDC	N.A	Nezarath Dept., Diamond Harbour
11	2016003931	JAYPRAKASH DUTTA	H.S.	GEN	31-01-2035	✓ LDC	Seal Bailiff	Nezarath Dept., Sealdah

GR. Sl. No.	Hrms Id	Name	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Place of Posting
1	2	3	4	5	6	7	8	9
12	2012008162	GOPAL DEY	M.P.	GEN	31-01-2037	✓ LDC	Seal Bailiff	Nezarath Dept., Sealdah
13	2012007162	SIBENDU DEBNATH	H.S.	GEN	30-06-2039	Seals Bailiff	✓ LDC	Nezarath Dept., Sealdah
14	2012004379	RASHESWAR KHAMARU	MA	GEN	30-11-2038	✓ LDC	N.A	Nezarath Dept., Alipore
15	2012003509	DINESH GAYEN	BSC (HONS)	GEN	31-12-2045	✓ LDC	N.A	Nezarath Dept., Diamond Harbour
16	2012003026	RABINDRA NATH BHUNIA	MADHYAMIK	GEN	31-01-2043	✓ LDC	Seals Bailiff	Nezarath Dept., Baruipur
17	2012004240	SIDDIKUL SEIKH	H.S	GEN	31-03-2049	✓ LDC	Seals Bailiff	Nezarath Dept., Alipore
18	2012007111	MANOJ MONDAL	BA (H)	SC	31-01-2048	✓ Seals Bailiff		Nezarath Dept., Diamond Harbour
19	2012007112	SUBHANKAR DAS	MADHYAMIK	OBC-B	28-02-2042	Seals Bailiff	✓ LDC	14th ADJ, Alipore
20	2013002740	PRONAB DUTTA	MADHYAMIK	GEN	28-02-2049	Seals Bailiff	✓ LDC	ACJM, Diamond Harbour
21	2012005172	ARUN KUMAR PRAMANIK	B.A (PASS)	GEN ESM	30-04-2031	✓ LDC	Seals Bailiff	1st CJ(JD), Baruipur
22	2018008244	KHOKAN KUMAR BISWAS	B.A.	SC	31-01-2046	✓ LDC	LDC	ACJM, KAKDWIP
23	2018007799	SOURAV BANERJEE	B.A.(Hons)	GEN	31-12-2051	✓ LDC	Seals Bailiff	Nezarath Dept., Alipore
24	2018007807	SOURAV DUTTA	MADHYAMIK	GEN	31-07-2048	Seals Bailiff	✓ LDC	Nezarath Dept., Alipore

GR. Sl. No.	Hrms Id	Name	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Place of Posting
1	2	3	4	5	6	7	8	9
25	2019014953	MANORANJAN SARKAR	B.SC	SC	31-01-2037	LDC ✓	Seals Bailiff	ACJM, D/HARBOUR

Additional List of Employees who will be considered if any of the above listed employee found unfit for promotion:

1	2018007993	KOUSHIK PAL	B.SC(HONS)	GEN	31-01-2051	LDC ✓	LDC	CJM, ALIPORE
2	2018008144	ALOK GHOSH	HS	OBC-B	31-01-2047	LDC ✓	Seals Bailiff	Nezarath Dept., Alipore
3	2018008187	MD. ABUNOSOR SARAFUDDIN	H.S	OBC-A	30-04-2046	LDC ✓	Seals Bailiff	ACJM, DIAMOND HARBOUR
4	2018008179	BISWANATH BAGAL	B.Com(Pass)	GEN	31-08-2043	LDC ✓	NIL	Nezarath Dept., Diamond Harbour
93	2019014896	TARUN DAS	Madhyamik	SC-PH	31-05-2051	Seals Bailiff	LDC ✓	CJM, ALIPORE

PREPARED & SUBMITTED BY :

1. *Blusanta Ghosh*
2. *Md Eyakub Ali*
3. *Rajib Bhui*
4. *Biswajit Das*

RECOMMENDED BY :

[Signature]
Chairman

of The Committee For Promotion Preparation and Finalization of Gradation List of the Staff

APPROVED BY

[Signature]
District Judge, 24-12-24
South 24-Parganas.
District Judge
South 24 Parganas
Alipore

LIST OF GROUP-D EMPLOYEES WHO ARE UNDER ZONE OF CONSIDERATION FOR PROMOTION TO LDC / SUMMONS BAILIFF ACCORDING TO SENIORITY AND WILLINGNESS

SL. NO.	HRMS ID	Name of the Group-D employee	Designation	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Posting	Remarks
1	2	3	4	5	6	7	8	9	10	11
1	2010003030	ABDUL HAI JAMADAR	PEON	CLASS VIII	GEN	31-01-2023	Summons Bailiff ✓			Retired on 31/01/2023, earlier opted for S/B
2	1984002284	RATHINDRA NATH NAIYA	PEON	CLASS VIII	GEN	31-08-2022	Summons Bailiff ✓			Retired on 31/08/2022, earlier opted for S/B
3	1984000712	TILAK KUMAR NASKAR	PEON	IX PASSED	S.C	30-11-2024	Summons Bailiff ✓	Summons Bailiff	ACJM, Kakdwip	
4	1991003293	KAPOOR CHAND VERMA	PEON	CLASS VIII	GEN	31-01-2023	Summons Bailiff ✓			Retired on 31/01/2023, earlier opted for S/B
5	1992002690	DEVENDRA MALLICK	SWEEPER	S.F	S.C	31-03-2031	Summons Bailiff ✓	LDC	S.C.C, Sealdah	
6	1993002151	BHASKAR DAS	PEON	CLASS-VIII	GEN	31-08-2027	Summons Bailiff ✓		5th JM, Alipore	
7	1994003419	HARIPADA MONDAL	PEON	MADHYAMIK	S.C	30-11-2028	Summons Bailiff ✓		4th ADJ, Alipore	
8	1994002352	BABULAL MONDAL	PEON	VIII PASS	S.C	30-11-2030	Summons Bailiff ✓	NIL	10th CJ(SD), Alipore	
9	1994003325	VIJAY KUMAR MALLICK	PEON	M.P	S.C	31-05-2030	Summons Bailiff ✓	NIL	Addl CJ(JD), Sealdah	
10	1994001362	PARESH NATH BAYEN	PEON	CLASS VIII	S.C	28-02-2034	Summons Bailiff ✓		1st CJ(JD), Diamond Harbour	
11	2013004316	SARAJIT BISWAS	PEON	MADHYAMIK	GEN	28-02-2039	LDC ✓	Summons Bailiff	1st ACJM, Baruipur	
12	2013005832	SUSANTA BHAUMIK	PEON	MADHYAMIK	PH	Died on 13/03/2023	LDC ✓			Earlier option of LDC taken.

SL. NO.	HRMS ID	Name of the Group-D employee	Designation	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Posting	Remarks
1	2	3	4	5	6	7	8	9	10	11
13	2012004299	MIZAN ALAM SHAH	PEON	MADHYAMIK	OBC-A	30-11-2040	LDC	N.A	Accounts Dept., Alipore	
14	2012003343	GOBINDA LAL DUTTA	PEON	B.A	GEN ESM	30-09-2025	LDC	Summons Bailiff	18th ADJ, Alipore	
15	2012001814	TAPAS PURKAIT	DUFTRY	B.COM	GEN	30-04-2041	LDC	NIL	1st CJ(JD), Diamond Harbour	
16	2013002743	KAJAL KAYAL	PEON	M.P	GEN	31-01-2039	LDC	Summons Bailiff	1st CJ(JD), Sealdah	
17	2013002741	BISWAJIT MONDAL	PEON	MADHYAMIK	GEN	30-11-2050	LDC	N.A	Ejlash, District Judge's Court, Alipore	
18	2012003611	DIPAK MISTRY	PEON	H.S	S.C	31-07-2043	LDC	Summons Bailiff	1st CJ(JD), Diamond Harbour	
19	2012003595	KARAN KUMAR HELA	PEON	CLASS VIII PASS	GEN	30-09-2043	Summons Bailiff	NIL	Nezarath Dept., Alipore	
20	2012003612	DEBASHIS DAS	SWEEPER	CLASS VIII	GEN	31-07-2038	Summons Bailiff	Summons Bailiff	1st CJ(JD), Baruipur	
21	2012005201	PRABIR KUMAR MONDAL	SWEEPER	VIII-PASS	S.C	30-09-2035	Summons Bailiff	Summons Bailiff	CJ(JD), Kakdwip	
22	2014003700	SUBRATA DEY	PEON	H.S	GEN	31-01-2035	LDC	Summons Bailiff	1st JM, Alipore	
23	2015003375	ANIMESH KUMAR	PEON	H.S	GEN	30-06-2037	LDC	Summons Bailiff	7th CJ(SD), Alipore	
24	2014002804	SYED SANOWAR HOSSAIN	PEON	H S	GEN	31-03-2048	LDC	NIL	ADJ, Diamond Harbour	
25	2015006119	PARTHA MAJUMDER	PEON	M.A	S.C	30-06-2041	LDC	Summons Bailiff	2nd CJ(SD), Alipore	
26	2015006144	BIVAS DUTTA	PEON	MADHYAMIK	OBC-B	31-07-2046	Summons Bailiff	NIL	4th CJ(JD), Alipore	
27	2015004958	VIVEKANANDO MONDAL	PEON	H.S	S.C	31-05-2041	Summons Bailiff	NIL	9th CJ(SD), Alipore	

SL. NO.	HRMS ID	Name of the Group-D employee	Designation	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Posting	Remarks
1	2	3	4	5	6	7	8	9	10	11
28	2015006919	LOKHNATH MONDAL	PEON	H.S	S.C	31-12-2033	Summons Bailiff	LDC	2nd JM, Sealdah	
29	2015003871	ALOKE MUKHERJEE	PEON	B.A	GEN	30-09-2051	Summons Bailiff	NIL	9th CJ(SD), Alipore	
30	2015004251	SANJOY SAMAJPATI	PEON	B.A	S.C	30-06-2039	Summons Bailiff	LDC	2nd JM, Alipore	
31	2015004127	RITESH SARKAR	PEON	H.S	OBC -B	31-01-2041	LDC	Summons Bailiff	7th ADJ, Alipore	
32	2015005635	BABAN MAJUMDER	PEON	H.S	GEN	31-01-2040	LDC	Summons Bailiff	15th ADJ, Alipore	
33	2014006202	SANJIB KR. CHATTERJEE	PEON	MADHYAMIK	GEN	30-04-2046	LDC	Summons Bailiff	5th ADJ, Alipore	
34	2015004239	GOUTAM SARKAR	PEON	B.A	S.C	31-05-2033	LDC	Summons Bailiff	1st ADJ, Alipore	
35	2014004246	RAJESH SINGHA	PEON	H.S	GEN	30-04-2042	Summons Bailiff	N.A	1st CJ(JD), Sealdah	
36	2015008221	TAPAS SHAKHARI	PEON	MADHYAMIK	S.C	31-01-2041	Summons Bailiff	N.A	6th ADJ, Alipore	
37	2014003831	NILKANTA BISWAS	PEON	B.A	S.C	31-01-2034	LDC	Summons Bailiff	3rd CJ(JD), Alipore	
38	2015008215	SUKANTA BARAI	PEON	H.S	S.C	31-03-2048	LDC	LDC	1st CJ(JD), Baruipur	
39	2015001193	SAMIR KUMAR ROY	PEON	M.P	S.C	31-01-2039	LDC		1st CJ(JD), Diamond Harbour	
40	2015004247	GOUTAM SARKAR	PEON	MADHYAMIK	GEN	31-10-2035	Summons Bailiff	NIL	4th JM, Alipore	
41	2015000049	RAKESH ROY	PEON	MADHYAMIK	S.C	31-03-2051	Summons Bailiff	LDC	1st JM, Diamond Harbour	
42	2014002717	NAYAN BISWAS	PEON	H.S	S.C	31-01-2054	Summons Bailiff		1st CJ(JD), Baruipur	

SL. NO.	HRMS ID	Name of the Group-D employee	Designation	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Posting	Remarks
1	2	3	4	5	6	7	8	9	10	11
43	2014003007	BAPPA MONDAL	PEON	MADHYAMIK	S.C	31-01-2054	Summons Bailiff ✓	Summons Bailiff	Sessions Dept., Alipore	
44	2015004963	DIPAK BISWAS	PEON	H.S	S.C	31-07-2028	Summons Bailiff	LDC ✓	2nd CJ(JD), Alipore	
45	2015007918	VIJOY MAJI	PEON	MADHYAMIK	OBC- B	30-06-2039	LDC ✓	Summons Bailiff	3rd ADJ, Alipore	
46	2015004210	RATHIN SAMAJPATI	FARASH	MADHYAMIK	S.C	31-07-2040	Summons Bailiff	LDC ✓	Nezarath Dept., Alipore	
47	2015005441	PRODIP KUMAR MAHATO	PEON	MADHYAMIK	S.T	31-08-2036	Summons Bailiff ✓	NIL	5th CJ(JD), Alipore	

Additional List of Employees who will be considered if any of the above listed employee found unfit for promotion:

SL. NO.	HRMS ID	Name of the Group-D employee	Designation	Qualification	Category	Date Of Retirement	1st Preference for Promotion	2nd Preference for Promotion	Present Posting	Remarks
1	2	3	4	5	6	7	8	9	10	11
1	2015008490	BADAL CHANDRA BISWAS	PEON	MADHYAMIK	S.C	31-01-2036	Summons Bailiff ✓	N.A	9th ADJ, Alipore	
2	2014004711	GOPAL DAS	FARASH	B.COM (HONS)	GEN	30-04-2048	LDC ✓	Summons Bailiff	1st CJ(JD) Baruipur	
3	2014003695	SADANANDA HEMBRAM	PEON	MADHYAMIK	S.T	31-01-2037	Summons Bailiff ✓	Summons Bailiff	10th JM, Alipore	
4	2015006064	PALASH MONDAL	PEON	B.A	S.C PH	31-07-2048	LDC ✓	Summons Bailiff	ACJM-cum-CJ(SD), Kakdwip	
5	2015001816	JAYANTA NASKAR	PEON	H.S	S.C	31-01-2049	Summons Bailiff	LDC ✓	3rd Addl. CJ(JD), Alipore	
6	2015004041	PRABIR GHOSH	PEON	M.P	OBC - B	30-10-2043	Summons Bailiff	LDC ✓	1st CJ(JD) Sealdah	
7	2015002790	DEBASISH CHAKRABORTY	PEON	MADHYAMIK	GEN ESM	30-11-2028	Summons Bailiff	LDC ✓	Nezarath Dept., Alipore	

PREPARED & SUBMITTED BY :

RECOMMENDED BY :

1. *Musanta Raha*
2. *Md Eyzakub Ali*
3. *Rajib Bhui*
4. *Bimajib Das*

Soem
Chairman

of the Committee for Promotion Preparation and Finalization of Gradation List of the Staff

W
District Judge 24-12-24
South 24 Parganas
Alipore