



REGIONAL OFFICE :

SHGB :PAF :470

CONFIDENTIAL REPORT FOR CLERICAL STAFF

Place: _____

Date: _____

PART I – SELF INFORMATION

(To be filled-in by the employee)

NAME	
UNIQUE ID :	
P.F. NO.	
EDUCATIONAL QUALIFICATION:	
PROFESSIONAL QUALIFICATION (JAIIB/CAIIB):	
DATE OF BIRTH (DD/MM/YYYY)	
DATE OF JOINING BANK AS (DD/MM/YYYY)	
PRESENT DESIGNATION SINCE (DD/MM/YYYY)	
PRESENT PLACE OF POSTING SINCE (DD/MM/YYYY)	
DETAILS OF TRAININGS RECEIVED DURING THE ASSESSMENT YEAR:	
STATE BELOW THE DUTIES PERFORMED BY YOU DURING THE ASSESSMENT YEAR:	



PART II – PERFORMANCE IN JOB AREAS ASSIGNED
(To be filled-in by the employee, Reporting authority & Assessing authority)

S. No.	Submissions of the Employee	Marks assigned by the Reporting Authority	Marks assigned by the Assessing Authority																
		<i>How would you rate the employee? (Please tick one of the 4 options; marks mentioned against the options indicate the marks assigned by you)</i>	<i>How would you rate the employee? (Please tick one of the 4 options; marks mentioned against the options indicate the marks assigned by you)</i>																
1.	Knowledge of job assigned:	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>5</td> <td>10</td> <td>15</td> <td>20</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	5	10	15	20	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>5</td> <td>10</td> <td>15</td> <td>20</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	5	10	15	20
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
5	10	15	20																
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
5	10	15	20																
2.	Job performance (counter service, cross selling, quality of work/service, other job dimensions etc.):	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
3.	Level of efficiency (No. of transactions handled, comparison with benchmarked output, improvement in productivity during review period:	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
4.	Knowledge of CBS:	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
5.	Conduct towards fellow constituents:	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
6.	Attendance and punctuality:	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16	<table border="1"> <tr> <td>Bel. Avg.</td> <td>Avg.</td> <td>Ab. Avg.</td> <td>Excl.</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> </tr> </table>	Bel. Avg.	Avg.	Ab. Avg.	Excl.	4	8	12	16
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																
Bel. Avg.	Avg.	Ab. Avg.	Excl.																
4	8	12	16																



7.	Are there any complaints against the employee?	<i>Please tick one of the 3 options; marks mentioned against the options</i>			<i>Please tick one of the 3 options; marks mentioned against the options</i>		
		<i>the marks deducted by you</i>			<i>the marks deducted by you</i>		
		No compl	Negligible compl	Sizeable compl	No compl	Negligible compl	Sizeable compl
		0	-2	-5	0	-2	-5
TOTAL MARKS OBTAINED (OUT OF 100):							

PART III – FINAL RATING

(To be filled-in by the Appraising Authority & Reviewing authority)

TOTAL MARKS OBTAINED	RATING	<i>Appraising Authority to tick one of the 4 options</i>	<i>Reviewing Authority to tick one of the 4 options</i>
< 40	Below Average		
41 > 60	Average		
61 > 80	Above Average		
> 80	Excellent		

GENERAL REMARKS (AREAS OF STRENGTH AND WEAKNESS OF THE EMPLOYEE):

(To be filled-in by the Appraising Authority & Reviewing Authority)

--	--

(Sign.of Employee)

(Sign.of Appraising Authority)

(Sign.of Reviewing Authority)