



**PUNJAB NATIONAL BANK**  
**BO: \_\_\_\_\_**

**ANNEXURE 1**

**CONFIDENTIAL REPORT FOR CLERICAL STAFF**

**Place: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**PART I – TO BE FILLED IN BY THE SECTION IN-CHARGE**

NAME	
P.F. NO.	
QUALIFICATION: EDUCATIONAL  PROFESSIONAL	
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 THE EMPLOYEE DURING THE ASSESSMENT YEAR:	

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

S. No.		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
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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
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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
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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
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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
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<b>TOTAL MARKS OBTAINED (OUT OF 100):</b>																			

### PART III – FINAL RATING

*(To be filled-in by the Reporting Authority & Assessing authority)*

<b>TOTAL MARKS OBTAINED</b>	<b>RATING</b>	<i>Reporting Authority to tick one of the 4 options</i>	<i>Assessing Authority to tick one of the 4 options</i>
<b>&lt; 40</b>	<b>Below Average</b>		
<b>41 &gt; 60</b>	<b>Average</b>		
<b>61 &gt; 80</b>	<b>Above Average</b>		
<b>&gt; 80</b>	<b>Excellent</b>		

<b>GENERAL REMARKS (AREAS OF STRENGTH AND WEAKNESS OF THE EMPLOYEE):</b> <i>(To be filled-in by the Reporting Authority &amp; Assessing Authority)</i>	

(Sign.of Reporting Authority)

(Sign.of Assessing Authority)



**PUNJAB NATIONAL BANK**  
**BO: \_\_\_\_\_**

**ANNEXURE 2**

**CONFIDENTIAL REPORT FOR SUBORDINATE STAFF**

**Place: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**PART I – TO BE FILLED IN BY THE SECTION IN-CHARGE**

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1.	Job knowledge / knowledge of branch / bank goals:	<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
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