



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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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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TOTAL MARKS OBTAINED (OUT OF 100):																			

PART III – FINAL RATING

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

TOTAL MARKS OBTAINED	RATING	<i>Reporting Authority to tick one of the 4 options</i>	<i>Assessing 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): <i>(To be filled-in by the Reporting Authority & 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

NAME	
P.F. NO.	
QUALIFICATION: EDUCATIONAL PROFESSIONAL	
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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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