

ANDHRA BANK
(A Government of India Undertaking)

Head Office
HYDERABAD.

PERFORMANCE APPRAISAL REPORT FOR CLERICAL/SUBORDINATE STAFF

A) BIO - DATA

For the Year ending :

Staff Code No.

NAME (in capital letters) :

Date of Birth :

Date of Joining Bank :

Qualifications :

ACADEMIC

TECHNICAL

BANKING

Particulars of work handled by the employee during the appraisal period.

B) PERFORMANCE APPRAISAL

80 & above : Excellent
60 to 79 : Good
40 to 59 : Average
Below 39 : Poor

S. No.	Appraisal Aspects	Max. Marks	Marks awarded by	
			Appraising Authority	Reviewing Authority
1.	JOB KNOWLEDGE (Knowledge of systems, procedures, understanding of duties and responsibilities)	15		
2.	JOB PERFORMANCE (Efficiency, accuracy and speed in executive of Work)	15		
3.	RELATIONS with superiors and colleagues.	15		
4.	CUSTOMER SERVICE (Demonstrated concern for customer service & satisfactions, patience to listen and help)	15		
5.	DISCIPLINE, PUNCTUALITY AND ATTENDANCE (Regularity of attendance, following rules & regulations governing leave, observing punctuality in attending to Office).	10		
6.	INITIATIVE in taking up work and completing it without constant follow up by superiors)	10		

S. No.	Appraisal Aspects	Max. Marks	Marks awarded by	
			Appraising Authority	Reviewing Authority
7.	DEPENDABILITY (Devotion to duty, commitment to work)	10		
8.	CONTRIBUTION TO BRANCH DEVELOPMENT (shows enthusiasm in mobilising deposits, making recoveries, accepting additional responsibilities willingly)	10		
		100		

LEAVE PARTICULARS :

Kind of leave	No. of times	No. of days	Nature of sanction		
			prior sanction	Sanction after avail	Unauthorised absence

Details of Disciplinary Action taken, if any :

Other Remarks/Observations :

Place :

Signature of Appraising authority

Date :

Name :

Designation :

Comments of Reviewing Authority :

Signature :

Place :

Name :

Date :

Designation :