

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 :