APENDIX –2
PERFORMANCE APPRSIAL REPORT ON WORK, ABILITY, CONDUCT ETC

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Instructions: You have to rate here the Deputy Managers/Branch Managers/Assistant Managers and clerks who are working under you. This rating well helps me in my study. It is expected that you will give it as much care and attention as you would like from those who might be rating you. Please do not take in so consideration, your personal involvement and feeling while rating you subordinates, and try to be as objective as possible.

Please indicate your judgment by putting checking mark (✓) in the below margin of each statement that suits best regarding the merits of your subordinate. Please avoid double marking

1. Knowledge

i) What is the level of his theoretical knowledge in the departments handled by him?

   Adequate [ ]
   Average [ ]
   Poor [ ]

ii) What is his/her ability to grasp procedures/systems and to understand the rationale behind them?

   Adequate [ ]
   Average [ ]
   Poor [ ]

iii) How efficient is he in practically following the procedures and systems of his department?
2. Dependability

i) How readily does he/she offer to do work not part of his/her job?

Often

Sometimes

Continuous

ii) How much Supervision does he/she need?

Little

Sometimes

Continuous

iii) How far is he effective in dealing with customers?

Deals effectively

Needs assistance of others

Ineffective

3. Initiative

i) How interested is he/she in learning beyond the particular job handled by him/her?

Eager

Casual

Disinterested
ii) What is his/her level of effort in the work entrusted to him/her?

- Full capacity
- Average
- Below capacity

iii) Is her/she able to readily solve problems encountered in the daily business?

- Rarely seeks help
- Sometimes seeks help
- Always seeks help

iv) Does he/she make efforts to come up with new and practical ideas?

- Yes
- No

4. Ability to get along with colleagues, etc

i) Is he/she well behaved and respectful towards his/her superiors?

- Always
- Sometimes
- Rarely

ii) Does he/she get on well with colleagues?

- Always
- Sometimes
- Rarely
iii) How is he/she behaviour towards customers?

Very polite, courteous and prompt

Polite, Courteous but not prompt

Prompt but indifferent and careless

iv) How well does he/she take directions?

Readily

Reasonably well

Resists

5. Miscellaneous

i) Does he/she remain absent from duty without permission?

Never

Sometimes

Often

ii) Does he/she take leave often?

Yes

No

iii) Does/he/she take leave on medical ground?

Readily

Reasonably well

Resists

iv) Does he/she attend office punctually?

Always

Mostly

Often late
v) Does he/she waste time during office hours?

Many times
Sometimes
Never

Particulars of misconduct, if any.