

MEGHNA PETROLEUM LTD
PERFORMANCE & PROGRESS REVIEW
 (For Non Management Employee)
Period Covered-20 .

Name : Designation : Location : Present Pay : Present Assignment:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="13" style="text-align: center;">Leave & Attendance Record</th> </tr> <tr> <th style="text-align: left;">TYPE</th> <th colspan="12" style="text-align: center;">No. Of Days in the Month</th> </tr> <tr> <th></th> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th> </tr> </thead> <tbody> <tr> <td>Late</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PL</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Leave W/O Pay</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Absence</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>CL</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>SL</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PSL</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>	Leave & Attendance Record													TYPE	No. Of Days in the Month													1	2	3	4	5	6	7	8	9	10	11	12	Late													PL													Leave W/O Pay													Absence													CL													SL													PSL												
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Rating Instructions

1. If you are rating more than one employee, rate all employees (in a given classification) in one factor at a time: for instance 'Quality of Work' first, then proceed to the next factor.
2. Consider employee's performance in this present assignment for this year and be very specific if necessary elucidate at the Remarks column.
3. Use appraisal Code (1-5 as the case may be) Judiciously.

Appraisal Code

1. Outstanding –exceptional Performance (usually less than 10% of the total number of employees)
2. Performance which exceeds the requirements of the position i.e above average (usually not more than 20% of the group).
3. Performance which consistently meets the requirements of the position (average)
4. Performance which need improvement (below average)
5. Inadequate performance (bad).

(See Overleaf)

*(Kindly indicate below the salient point of the appraisal as discussed with employee and employee reactions)

Signature of the employee
Date:

FACTOR	Appraisal (Use Code)	REMARKS (Comment on areas of the employee's attainment/Short comings)	FOR HRD USE
1. <u>QUALITY OF WORK</u> Consider frequency of errors and general accuracy of work produced. Disregard amount of work accomplished.			
2. <u>QUANTITY OF WORK</u> Consider only volume of work produced. Disregard errors & inaccuracies of work.			
3. <u>JUDGEMENT</u> Consider ability to think clearly and make logical decisions. How does employee react to difficult or unusual work problem.			
4. <u>INITIATIVE</u> Consider resourcefulness in handling assignment without detailed instruction and ability to think along original lines. Does employee make worthy suggestions.			
5. <u>ABILITY TO LEARN</u> Consider speed with which instructions are grasped and new routines mastered. Consider also ability to retain this knowledge.			
6. <u>JOB KNOWLEDGE</u> Consider knowledge of Job's requirements gained through experience or education. Is employee familiar with job and its related functions.			
7. <u>ATTITUDE</u> Consider attitude toward work and fellow employees. Does employee co-operate willingly and always try to do a through job.			
8. <u>PERSONALITY</u> Consider the effect employee personally has upon the people connected. Does employee make favourable impression by being tactful courteous and friendly in his daily associations.			

Should the employee be retained if any in his present position: yes No Reasons if any

What steps be taken to improve this employee's performance.-----

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Rated by Date: -----
Reviewed by Date: -----
*Discussed with employee by Date

