

## Branch Visit Report- Human Resources

Date of Birth	
Branch Code	
Branch Name	
Branch Manager	
Cluster Head	

### SECTION-A

Performance Measure	Rating	Action Plan	Accountability
Staffing			
Kaafi-sifarish			
Star Awards			
Late Sitting			
Branch Hygiene and Infrastructure			
Supervisory Feedback			
New Joinees Feedback			
Attrition			
Senior Leadership Feedback			
Mandatory Leave			

VBMS			
Training Coverage			
Performance Approval Clarity			
Role Elevation			

**SECTION-B**

**CRITICAL OBSERVATIONS**

Employee Feedback and Concerns	
Overall observations on Disciplinary issues in Branch(if any)	
Any other Observations	