

## **Branch Visit Report- Human Resources**

Date of Visit	
Branch Code	
Branch Name	
Branch Manager	
Cluster Head	

### **SECTION-A**

Performance Measure	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		

<b>VBMS</b>		
<b>Training Coverage</b>		
<b>Performance Appraisal Clarity</b>		
<b>Role Elevation</b>		

## ***SECTION-B***

### ***CRITICAL OBSERVATIONS***

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