

Annual Performance Appraisal Form -2022

Employee Information				Appraiser Information			
Full Name:	Golam Rabbani Shuvo	Division:	IDLC Finance Limited	Full Name:	Md. Nurul Alam	Division:	IDLC Finance Limited
Employee No:	531502	Department:	Information Technology	Employee No:	158443	Department:	Information Technology
Designation:	Assistant Software Engineer	Location:	IDLCFL - Gulshan	Designation:	Assistant General Manager	Location:	IDLCFL - Corporate Head Office


Objective	Timing	Status	Weight	Achievement Level(%)	PA Rating	Emp. Comment	Manager Comment	2nd Manager Comment
Development Activity UI developed - 13 UI modified - 0 SP/View written - 11 SP/View modified - 1 API developed - 0 API modified - 0	01 Jan 2023 - 31 Dec 2023	Complete	20	100	2	UI developed and used existing SP for the Customer Statement project. SP written, modified and developed 2 UIs for disbursement projection in OCAS		
MIS & Report Report Developed - 2 Report Modified - 9	01 Jan 2023 - 31 Dec 2023	Complete	20	100	2	Developed Reports for Customer Statement project.		
Development Quality Delivery extended within scope requirement - 2 Delivery on time (Sprint) - 0 Bug/Fault reported during UAT/LIVE - 8 Application security issue reported - 0 Coding guideline not followed - 4	01 Jan 2023 - 31 Dec 2023	Complete	8	60	3			
Application Support Support provided - 4430 Support provided within acceptable time - 3000 Avg. Outstanding support (monthly) - 341	01 Jan 2023 - 31 Dec 2023	Complete	32	100	2	Provided support for capital market and AML.		

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People & Behavior Ability to collaborate No. of leave taken without prior approval - 8 Training Received Trainings received by personal initiative - 3	01 Jan 2023 - 31 Dec 2023	Complete	10	95	2	received javascript, react and asp.net training by Rabbil bhai		
New Initiative & Process Improvement New technology/Framework/tool learned and applied - 2 Process Improvement Contribution	01 Jan 2023 - 31 Dec 2023	Complete	10	95	2	learned jquery, asp.net		

This section is to make sure that other important achievements that were not set as objectives are taken into account for the overall Performance Evaluation (PA).

Employee General Comment	Manager General Comment	Second Manager General Comment



This section shows the competencies that are part of the Behaviors Assessment. Behaviors are measured in a three point scale:

A: Exceeds Standards;
B: Meets Standards;
C: Does not meet Standards;
For more information, use the guidance for each competency.

Employee Comments on Behaviors	Manager Comments on Behaviors	Second Manager Comments on Behaviors

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Objectives Evaluation (WHAT): **Achieved**

Behavior Evaluation (HOW): **Meets Standards**

Objective = What	Exceeded	1C	1B	1A
	Achieved	2C	2B	2A
	Not Achieved	3C	3B	3A
		Does not meet Standards	Meet Standards	Exceeds Standards
Behaviors = HOW				

Employee Overall Comment	Manager Overall Comment	Second Manager Overall Comment