

Samuda Chemical Complex Ltd.

Head Office /Dhaka Plant

Performance Evaluation Form

Year 20.....

1. Personal information:	2. Job history
Name :	Date of joining:
Department / Section :	Designation (On joining period):
Academic Qualification:	Present Designation:
3. Reward given (Between evaluating year)	4. Disciplinary action (Between evaluating year)

5. Attendance (For the year 20.....)

Total available days		Days attended on time	
Days late in attendance		Days absent	
Casual leave days		Sick leave days	
Earned leave days		✓ Extra ordinary leave days	

6. To be filled by the Employee

I do hereby acknowledge that I have reviewed the above information about me which is correct.

Signature

7. Comments (Please initial signature)

SL#	Areas	Total Marks	Obtained Marks	SL#	Areas	Total Marks	Obtained Marks
1	Job knowledge	10		6	Commitment to the company	10	
2	Target / Task achievement	10		7	Personality	10	
3	Dependability	10		8	Supervisory skill	10	
4	Initiative	10		9	Decision making ability	10	
5	Interpersonal Relationship	10		10	Effectiveness of training	10	
Total						100	

8. Judgment of evaluating person

Promotion: ☐ Place under observation: ☐ Increment: ☐ Training requirement: ☐

9. Evaluating person:

Comments:	Name & Sign: _____ Immediate Supervisor
Comments:	Name & Sign: _____ Head of Department

10. Recommending person

Comments:	Name & Sign: _____ Plant In-charge / GM
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11. Forwarded by

Comments:	Name & Sign: _____ HR & Admin
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12. Approval

Approved / Not approved Sig & date: _____

Samuda Chemical Complex Ltd.
Head Office / Dhaka Plant

Earn Leave Encashment Form

1. Employee Name	:	
2. Department	:	9. Encashment applied for: 10 days
3. Section	:	10 Carry over days : 5 to
4. Designation	:	
5. Employee ID No	:	
6. Date of Joining	:	
7. Encashment Year	:	2016
8. Encashment for	:	15 days
Leave balance		
Signature with date of the Applicant		

Earn Leave at Credit

Authorized	Availed	Balance	Carried Over

Encashment of Earn Leave

EL	Basic Salary (Per day)	Total	D. Allowance 5%	Total Payable

Verified By: HR & Admin

Decision of the Approving Authority
Approved/Not Approved

COO/ MD

ement 2017

Product From -----

Division Your Name for

Lee

CONFIDENTIAL

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Samuda Chemical Complex Ltd.

Head Office / Dhaka Plant

Manpower Requisition Slip

Date:	Job Title:	Should be appointed from:		
		✓		
Section & Dept:	<input type="checkbox"/> Full Time <input type="checkbox"/> Temporary, duration _____	Salary Range: BDT	Yearly Impact: BDT	Probation Period:
For replacement Position, Name of replaced person: For new position, Justify the necessity.....				
COMPETENCY REQUIREMENTS				
Qualification:				
Age:				
Training / Practical experience / Skill:				
Principal duties:				

Requisition raised by: _____ Reviewed by: _____ Forwarded by: _____

Approval / Comments of COO/MD :