

THE SAMAJA

CONFIDENTIAL CHARACTER ROLL (CCR) / PERFORMANCE APPRAISAL (PA) REPORT FOR THE YEAR 2018

To be filled up by
Time Office

Name: SUBRAT SENGUPTA (108) Date of Birth: 01/02/1968 Qualification:
Design.: SUB-EDITOR Grade/Dept: KOLKATA Date of Joining: 07/06/2004

ATTENDANCE : 290 Days, LWP : 0 Days

| Leave Availed | January-March | April-June | July-September | October-December | Total |
|------------------|---------------|------------|----------------|------------------|-------|
| | 5 | 3 | 5 | 2 | 15 |

**The Attendance section will be filled by Dept. of HR

RATING CHART

| Assessment | Very Good | Good | Satisfactory | Average | Poor |
|-----------------|--------------|--------------|--------------|--------------|--------------|
| Rating | 5 | 4 | 3 | 2 | 1 |
| Attendance** | 285 & above | 265 to 284 | 240 to 264 | 230 to 239 | 229 & below |
| General Grading | TFS above 85 | TFS 66 to 85 | TFS 46 to 65 | TFS 28 to 45 | TFS below 28 |

Rating should be as per the above mentioned 'RATING CHART'

| SN | Factor | weight | Rating | Factor Score (Weight x Rating) | Remarks (If any) |
|----|---|--------|--------|-----------------------------------|------------------|
| 1. | Attendance | 2 | 5 | 10 | |
| 2. | Discipline & Punctuality at work | 2 | 3 | 6 | |
| 3. | Knowledge vs. Performance on Job | 3 | 4 | 12 | |
| 4. | Initiative / Innovative / Resourcefulness | 2 | 4 | 8 | |
| 5. | Promptness / Accuracy in Performance | 2 | 4 | 8 | |
| 6. | Leadership/ Potential for Higher Responsibility | 2 | 3 | 6 | |
| 7. | Self Awareness / Self Confidence & Communication skills | 2 | 4 | 8 | |
| 8. | Behaviour / Attitude to co-employees & Customers/Associates | 2 | 4 | 8 | |
| 9. | Adaptability / Acceptability for Change | 2 | 4 | 8 | |
| 10 | Cost & Quality consciousness | 1 | 3 | 3 | |
| | TOTAL FACTOR SCORE(TFS) | | | 77 | Good |

Details of Rewards / Punishment or other remarks if any :

Name & Designation of
Assessing Officer

Signature:

Date :

Remarks:

Remarks:

To be filled by the
Reviewing Officer
(GM/Editor)

Signature of the
Reviewing Evaluator

Signature of the
Principal Evaluator

For THE SAMAJA

Working General Manager