

**BANK OF INDIA**

----- **BRANCH**

**PROGRESS REPORT FOR THE MONTH ENDED \_\_\_\_\_**

**(For Clerks / Sepoys / Safai karmachari etc.)**

**I. GENERAL**

- i) Full Name : \_\_\_\_\_
- ii) Date of Birth : \_\_\_\_\_
- iii) Qualifications : \_\_\_\_\_
- v) Mother tongue : \_\_\_\_\_
- vi) Date of Commencement of probation: \_\_\_\_\_
- vii) Training Programme attended, if any : \_\_\_\_\_

**II. NATURE OF DUTIES PERFORMED**

Period	Section / Department where worked	Short Description of duties performed

Details of Leave availed

Date of Leave

Casual Leave : \_\_\_\_\_

Sick Leave : \_\_\_\_\_

Any other leave : \_\_\_\_\_

Contd...p/2

**III. APPRAISAL AND REPORT**

- a) Bearing & Address :
- b) Attendance & Punctuality :
- c) Attitude towards superiors :
- d) Attitude towards colleagues :
- e) Quality of work (Accuracy, correctness, dependability etc.) :
- f) Speed in work :
- g) Physical capacity and energy :
- h) Initiative Application etc. :

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**NOTE :** The grading for each should be considered to cover the following) :-  
i) Excellent (ii) Very Good (iii) Good (iv) Fair  
v) Unsatisfactory

The overall assessment of the standard attained by probationer should be given below under General Remarks

**IV. GENERAL REMARKS**

(To embody overall assessment as to whether or not the probationer is likely to make the grade)

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Reporting Authority

----- BRANCH

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**REVIEW**

(Please indicate whether or not there is agreement with the report, if not state reasons. Where the probationer is not likely to attain the grade, please indicate whether appropriate warning has been given or not.)

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**Signature**  
**(Reviewing Authority)**