



EMPLOYEE PROMOTION FORM			
TO BE FILLED BY SECTION HEAD/LINE MANAGER			
Employee Code		Name of Employee	
Date of Joining		Current Position	
Recommended Position		Department/Team/Branch	
Effective Date		Replacement or New Position	
Current Salary		New Salary	

PROMOTION PARAMETERS		
1=Poor, 2=Inadequate, 3=Good, 4=Very Good, 5=Excellent		
PARTICULARS	RANKING	REMARKS
Ownership, Efficiency & Accountability		
Self-initiative & Agility		
Communication, Fostering Teamwork with Internal & External stakeholders		
Punctuality / Attendance & Appearance Consciousness		
Leadership & decision Making		
		Total Score:
		Percentage Score:

LINE MANAGER

HR MANAGER

DATE : _____