

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

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

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**LINE MANAGER**

\_\_\_\_\_  
**HR MANAGER**

**DATE :** \_\_\_\_\_