

**S.M. GUPTA & CO.**  
**(Chartered Accountant)**

<u>Procedure of Staff Evaluation</u>	<u>Period</u>	<u>Qualification</u>
1. Name		
2. Work		
3. Assignment		
4. Performance		
a) Time Taken:	- Allotted Time	Variance    Remarks
b) Quality:		
c) Requisite competence Whether obtained:		
d) Remark as to non- carring out the instructions:		
5. Attendance :	<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular
6. Punctuality:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Leaves:	No. of days <input type="checkbox"/>	Nil <input type="checkbox"/>
8. Progress -	Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
	Genious <input type="checkbox"/>	Poor <input type="checkbox"/>
	Excellent <input type="checkbox"/>	Very Poor <input type="checkbox"/>
	Very Good <input type="checkbox"/>	
	Good <input type="checkbox"/>	
	Average <input type="checkbox"/>	
9. Remedial measures for improvement:		
10. Client relationship:		
11. Next promotion If recommended:		
12. Download of education programme from websites:		

13. Monthly meeting: – a) Group Discuss - Yes  No   
b) Continuous Education programme- Yes  No   
c) Seminars: yes  No

14. Whether library used: Yes  No

15. Whether technical standards & other updates learned: Yes  No

(a) (If yes, how)

-From Library

-From website

-From other sources

(b) Other authoritative sources to staff:

Group discussion

Monthly meetings

Audit progress meetings

Evaluated by:

.....  
(Signature of staff)

Partner:  
(Signature)

Supervisor:  
(Signature)