

Quarterly review of service provider staff:

Period:	OCT-20 To DEC -20	Review date:	4.1.2021
Site:	MRMLLP	Prepared by:	K.VIJITHA
Name:	YELLAMMA	Service provider:	SHREYA
Type of worker :	SWEEPER		

Sl. No	Description	Marks	Marks	Marks	Marks awarded
1	Attendance - no.of Leaves taken	0 to 3 leaves in quarter - 25 marks	4 to 6 leaves in quarter - 15 marks	More than 6 leaves - 0 marks	25
2	Punctuality - no grace period	0 to 3 lates in quarter - 15 marks	4 to 6 lates in quarter - 5 marks	More than 6 lates - 0 marks	15
3	Uniform	Good -10 marks	Average - 5 marks	Poor -0 marks	10
4	Quality of work	Good -15 marks	Average - 5 marks	Poor -0 marks	15
5	Behavior with other staff members	Good -10 marks	Average - 5 marks	Poor -0 marks	10
6	Behavior with customers	Good -10 marks	Average - 5 marks	Poor -0 marks	10
7	Extraordinary work done beyond call of duty	15 marks	NA	NA	5
Note : for category A - 80+ and for Category B -70+ marks are required.					

TOTAL = 90
Category -A



Quarterly review of service provider staff:

Period:	OCT-20 To DEC -20	Review date:	4.1.2021
Site:	MRMLLP	Prepared by:	K.VIJITHA
Name:	FEROZ	Service provider:	SHREYA
Type of worker :	OFFICE - BOY		

SI. No	Description	Marks	Marks	Marks	Marks awarded
1	Attendance - no.of Leaves taken	0 to 3 leaves in quarter - 25 marks	4 to 6 leaves in quarter - 15 marks	More than 6 leaves - 0 marks	25
2	Punctuality - no grace period	0 to 3 lates in quarter - 15 marks	4 to 6 lates in quarter - 5 marks	More than 6 lates - 0 marks	15
3	Uniform	Good -10 marks	Average - 5 marks	Poor -0 marks	10
4	Quality of work	Good -15 marks	Average - 5 marks	Poor -0 marks	15
5	Behavior with other staff members	Good -10 marks	Average - 5 marks	Poor -0 marks	10
6	Behavior with customers	Good -10 marks	Average - 5 marks	Poor -0 marks	10
7	Extraordinary work done beyond call of duty	15 marks	NA	NA	5
Note : for category A 80+ and for Category B -70+ marks are required.					

TOTAL = 90

Category - A



Quarterly review of service provider staff:

Period:	OCT-20 To DEC -20	Review date:	4.1.2021
Site:	MRMLLP	Prepared by:	K. VIJITHA
Name:	RAJESH	Service provider:	PRIME SECURITIES
Type of worker :	Security supervisor		

SI. No	Description	Marks	Marks	Marks	Marks awarded
1	Attendance - no.of Leaves taken	0 to 3 leaves in quarter - 25 marks	4 to 6 leaves in quarter - 15 marks	More than 6 leaves - 0 marks	25
2	Punctuality - no grace period	0 to 3 lates in quarter - 15 marks	4 to 6 lates in quarter - 5 marks	More than 6 lates - 0 marks	15
3	Uniform	Good -10 marks	Average - 5 marks	Poor -0 marks	10
4	Quality of work	Good -15 marks	Average - 5 marks	Poor -0 marks	15
5	Behavior with other staff members	Good -10 marks	Average - 5 marks	Poor -0 marks	10
6	Behavior with customers	Good -10 marks	Average - 5 marks	Poor -0 marks	10
7	Extraordinary work done beyond call of duty	15 marks	NA	NA	5
Note : for category A 80+ and for Category B -70+ marks are required.					

TOTAL = 90
Category -A



Quarterly review of service provider staff:

Period:	OCT-20 To DEC -20	Review date:	4.1.2021
Site:	MRMLLP	Prepared by:	K.VIJITHA
Name:	SRAVAN	Service provider:	PRIME SECURITIES
Type of worker :	Security Guard.		

Sl. No	Description	Marks	Marks	Marks	Marks awarded
1	Attendance - no.of Leaves taken	0 to 3 leaves in quarter - 25 marks	4 to 6 leaves in quarter - 15 marks	More than 6 leaves - 0 marks	25
2	Punctuality - no grace period	0 to 3 lates in quarter - 15 marks	4 to 6 lates in quarter - 5 marks	More than 6 lates - 0 marks	15
3	Uniform	Good -10 marks	Average - 5 marks	Poor -0 marks	10
4	Quality of work	Good -15 marks	Average - 5 marks	Poor -0 marks	15
5	Behavior with other staff members	Good -10 marks	Average - 5 marks	Poor -0 marks	10
6	Behavior with customers	Good -10 marks	Average - 5 marks	Poor -0 marks	10
7	Extraordinary work done beyond call of duty	15 marks	NA	NA	0
Note : for category A 80+ and for Category B -70+ marks are required.					

TOTAL = 85
Category -A



Quarterly review of service provider staff:

Period:	OCT-20 To DEC -20	Review date:	4.1.2021
Site:	MRMLLP	Prepared by:	K.VIJITHA
Name:	VINOD	Service provider:	PRIME SECURITIES
Type of worker :	NIGHT Security guard		

SI. No	Description	Marks	Marks	Marks	Marks awarded
1	Attendance - no.of Leaves taken	0 to 3 leaves in quarter - 25 marks	4 to 6 leaves in quarter - 15 marks	More than 6 leaves - 0 marks	25
2	Punctuality - no grace period	0 to 3 lates in quarter - 15 marks	4 to 6 lates in quarter - 5 marks	More than 6 lates - 0 marks	15
3	Uniform	Good -10 marks	Average - 5 marks	Poor -0 marks	10
4	Quality of work	Good -15 marks	Average - 5 marks	Poor -0 marks	8
5	Behavior with other staff members	Good -10 marks	Average - 5 marks	Poor -0 marks	10
6	Behavior with customers	Good -10 marks	Average - 5 marks	Poor -0 marks	10
7	Extraordinary work done beyond call of duty	15 marks	NA	NA	0
Note : for category A 80+ and for Category B -70+ marks are required.					

TOTAL = 78
Category -B



Quarterly review of service provider staff:

Period:	OCT-20 To DEC -20	Review date:	4.1.2021
Site:	MRMLLP	Prepared by:	K.VIJITHA
Name:	VENKATESHWAR LU	Service provider:	PRIME SECURITIES
Type of worker :	NIGHT security guard		

SI. No	Description	Marks	Marks	Marks	Marks awarded
1	Attendance - no.of Leaves taken	0 to 3 leaves in quarter - 25 marks	4 to 6 leaves in quarter - 15 marks	More than 6 leaves - 0 marks	25
2	Punctuality - no grace period	0 to 3 lates in quarter - 15 marks	4 to 6 lates in quarter - 5 marks	More than 6 lates - 0 marks	15
3	Uniform	Good -10 marks	Average - 5 marks	Poor -0 marks	10
4	Quality of work	Good -15 marks	Average - 5 marks	Poor -0 marks	10
5	Behavior with other staff members	Good -10 marks	Average - 5 marks	Poor -0 marks	7
6	Behavior with customers	Good -10 marks	Average - 5 marks	Poor -0 marks	8
7	Extraordinary work done beyond call of duty	15 marks	NA	NA	0
Note : for category A 80+ and for Category B -70+ marks are required.					

TOTAL = 75 Category - B

