Period	October 2020 to	Review date	11-01-2021
	December -2020		
Site:	GMR	Prepared by:	A.Sravani
Name	Roman Rai	Service provider	Security
Type of worker	Security supervisor		

SL NO	Description	Marks	Marks	Marks	Marks awarded
1.	Attendance –no of leaves taken	0 to 3 leaves in quarter – 25	4 to 6 leaves in quarter 15 marks	More than 6 leaves – 0 marks	15
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 – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
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	15
	Note: for Category	A - 80+ and for	Category B – 70	0+ marks are re	quired

TOTAL =85 Category A

APPROVED AVA

Period	October 2020 to December -2020	Review date	11-01-2021
Site:	GMR	Prepared by:	A.Sravani
Name	Bikshapathi	Service provider	Security
Type of worker	Day shift Security	1	

SL NO	Description	Marks	Marks	Marks	Marks awarded
1.	Attendance –no of leaves taken	0 to 3 leaves in quarter – 25	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	10
3	Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
4	Quality of work	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
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 rec	uired

TOTAL =90 Category A



Period	October 2020 to	Review date	11-01-2021
	December -2020	, , , , , , , , , , , , , , , , , , , ,	11 01 2021
Site:	GMR	Prepared by:	A.Sravani
Name	J. Venkata Narsimha	Service provider	Shreyas services
Type of worker	Office Boy		

Description	Marks	Marks	Marks	Marks awarded
Attendance –no of leaves taken	0 to 3 leaves in quarter – 25	4 to 6 leaves in quarter 15 marks	More than 6 leaves – 0 marks	25
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
Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
Quality of work	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
Behavior with other staff members	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
Behavior with customers	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
Extraordinary work done beyond call of duty	15 marks	NA	NA	5
	Punctuality - no grace period Uniform Quality of work Behavior with other staff members Behavior with customers Extraordinary work done beyond call of	leaves taken in quarter — 25 Punctuality - no grace period 0 to 3 lates in quarter -15 Marks Uniform Good — 10 Marks Quality of work Good — 10 Marks Behavior with other staff members Good — 10 Marks Behavior with customers Good — 10 Marks Extraordinary work done beyond call of 15 marks	leaves taken in quarter — 25 in quarter 15 marks Punctuality - no grace period 0 to 3 lates in quarter -15 Marks Uniform Good — 10 Average — 5 Marks Quality of work Good — 10 Average — 5 Marks Behavior with other staff members Good — 10 Marks Behavior with customers Good — 10 Average — 5 Marks Extraordinary work done beyond call of Sood — 10 Marks In quarter — 15 marks A to 6 lates in quarter — 5 Marks Average — 5 Marks Average — 5 Marks NA	Attendance –no of leaves taken O to 3 leaves in quarter – 25 Punctuality – no grace period O to 3 lates in quarter 15 marks O to 3 lates in quarter 15 marks More than 6 leaves – 0 marks Narks More than 6 leaves – 0 marks Nore than 6 leaves – 0 marks More than 6 leaves – 0 marks Nore than 6 leaves – 0 marks

TOTAL = 90Category -A



Period	October 2020 to December -2020	Review date	11-01-2021
Site:	GMR	Prepared by:	A.Sravani
Name	Krishna	Service provider	Security
Type of worker	Night shift security	,	

SL NO	Description	Marks	Marks	Marks	Marks awarded
1.	Attendance –no of leaves taken	0 to 3 leaves in quarter – 25	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	10
3	Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
4	Quality of work	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
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	00
	Note: for Category	A - 80+ and for	Category B – 7	0+ marks are re	equired

TOTAL = 75 Category - B



Period	October 2020 to	Review date	11-01-2021
	December -2020		
Site:	GMR	Prepared by:	A.Sravani
Name	Chandaraiah	Service provider	Security
Type of worker	Night shift security		

SL NO	Description	Marks	Marks	Marks	Marks awarded
1.	Attendance –no of leaves taken	0 to 3 leaves in quarter – 25	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	10
3	Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
4	Quality of work	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
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	00
	Note: for Category	A - 80+ and for	Category B – 70	+ marks are rec	juired

TOTAL = 75

Category - B



Period	October 2020 to	Review date	11-01-2021
	December -2020		
Site:	GMR	Prepared by:	A.Sravani
Name	Amith	Service provider	Security
Type of worker	Day shift security		

SL NO	Description	Marks	Marks	Marks	Marks awarded
1.	Attendance –no of leaves taken	0 to 3 leaves in quarter – 25	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	10
3	Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	10
4	Quality of work	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	5
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	10
	Note: for Category	A-80+ and for C	Category B – 70	+ marks are req	uired

TOTAL = 90

Category - A

