

Quarterly review of service provider staff :

Period	October - 2020 to December -2020	Review date	12.01.2021
Site :	MPL	Prepared by:	B.Nandini
Name	Vasanth	Service provider	TL Services
Type of worker	House keeping		

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	15
3	Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	05
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	05
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL 80
Category - A



Handwritten signature
12/01/2021



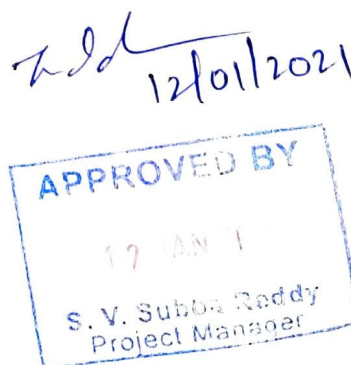
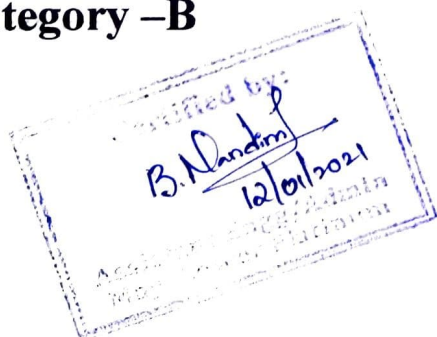
Quarterly review of service provider staff :

Period	October - 2020 to December -2020	Review date	12.01.2021
Site :	MPL	Prepared by:	B.Nandini
Name	S.Sai	Service provider	TL Services
Type of worker	Office Boy		

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	05
3	Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	05
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	05
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL = 70

Category –B



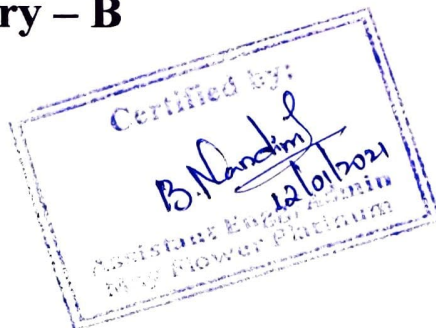
Quarterly review of service provider staff :

Period	October - 2020 to December -2020	Review date	12.01.2021
Site :	MPL	Prepared by:	B.Nandini
Name	Tulsi prasad	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	15
3	Uniform	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	05
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	05
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 required					

TOTAL = 70

Category – B



Quarterly review of service provider staff :

Period	October - 2020 to December -2020	Review date	12.01.2021
Site :	MPL	Prepared by:	B.Nandini
Name	Amar Bahadur	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	20
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	05
4	Quality of work	Good – 10 Marks	Average – 5 Marks	Poor – 0 Marks	05
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	05
7	Extraordinary work done beyond call of duty	15 marks	NA	NA	05
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL = 65

Category - C



Handwritten signature
12/01/2021



Quarterly review of service provider staff :

Period	October - 2020 to December -2020	Review date	12.01.2021
Site :	MPL	Prepared by:	B.Nandini
Name	Yakub	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	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	05
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 required					

TOTAL = 75

Category - B



Reddy 12/01/2021



Quarterly review of service provider staff :

Period	October - 2020 to December -2020	Review date	12.01.2021
Site :	MPL	Prepared by:	B.Nandini
Name	khaja	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	5
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 required					

TOTAL =70

Category B



Handwritten signature and date: 12/01/2021



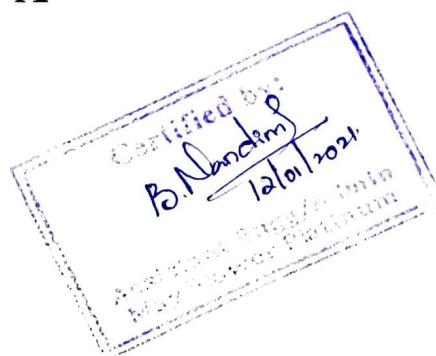
Quarterly review of service provider staff :

Period	October - 2020 to December -2020	Review date	12.01.2021
Site :	MPL	Prepared by:	B.Nandini
Name	Nizamudhthin	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	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	05
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	10
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL = 85

Category A



Redd
12/01/2021

