

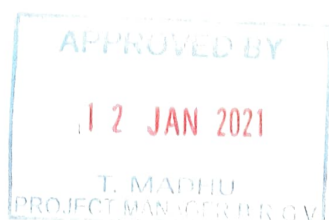
Quarterly review of service provider staff :

Period	01-October- 2020 to 31-December-2020	Review date	12.01.2021
Site :	BRGV	Prepared by:	M.Pushpalatha
Name	Sammireddy	Service provider	Sp Singh
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	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 Category B – 70+ marks are required					

TOTAL =80
Category A

Madhu



Quarterly review of service provider staff :

Period	1-October- 2020 to 31-December -2020	Review date	12.01.2021
Site :	BRGV	Prepared by:	M.Pushpalatha
Name	Rajitha	Service provider	Shreyas 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	10
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL 85
Category - A

Madhur



Quarterly review of service provider staff :

Period	01-October- 2020 to 31-December -2020	Review date	12.01.2021
Site :	MGA	Prepared by:	M. Pushpalatha
Name	Alex	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	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	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	00
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL = 65

Category - C

