

Quarterly review of service provider staff :

Period	October 2020 to December -2020	Review date	11-01-2021
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+ marks are required					

TOTAL =85
Category A



Quarterly review of service provider staff :

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		

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 required					

TOTAL =90

Category A



Quarterly review of service provider staff :

Period	October 2020 to December -2020	Review date	11-01-2021
Site :	GMR	Prepared by:	A.Sravani
Name	J.Venkata Narsimha	Service provider	Shreyas 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	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	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	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 – 70+ marks are required					

TOTAL = 75

Category – B



Quarterly review of service provider staff :

Period	October 2020 to December -2020	Review date	11-01-2021
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 required					

TOTAL = 75

Category - B



Quarterly review of service provider staff :

Period	October 2020 to December -2020	Review date	11-01-2021
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 Category B – 70+ marks are required					

TOTAL = 90

Category - A

