

Quarterly review of service provider staff :

Period	January- 2021 to March -2021	Review date	10.04.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Amith	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	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	10
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL =90
Category A

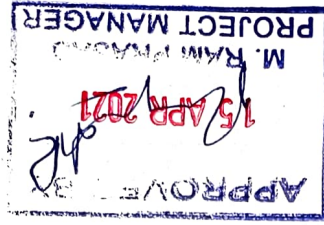


Quarterly review of service provider staff :

Period	January- 2021 to March -2021	Review date	10.04.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Bikshapathi	Service provider	Security
Type of worker	Day shift Security		

SL NO	Description	Marks	Marks	Marks	Marks	Marks	Marks
1.	Attendance –no of leaves taken	0 to 3 leaves in quarter – 25	4 to 6 leaves in quarter 15	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	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	05		
Note : for Category A – 80+ and for Category B – 70+ marks are required							

TOTAL =70
Category B



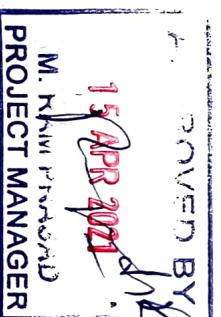
Quarterly review of service provider staff:

Period	January- 2021 to March -2021	Review date	10.04.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Lazar	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	January- 2021 to March -2021	Review date	16.10.2020
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 required					

TOTAL = 75

Category - B



Quarterly review of service provider staff :

Period	January- 2021 to March -2021	Review date	10.04.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Kamlesh	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	5
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL = 65

Category – B



Quarterly review of service provider staff :

Period	January- 2021 to March -2021	Review date	10.04.2021
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	January- 2021 to March -2021	Review date	10.04.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Parwathi	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	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	10
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL 95
Category - A



Quarterly review of service provider staff :

Period	January- 2021 to March -2021	Review date	10.04.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Uma	Service provider	House keeping
Type of worker	Housekeeping		

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	10
Note : for Category A – 80+ and for Category B – 70+ marks are required					

TOTAL = 90
Category – A

