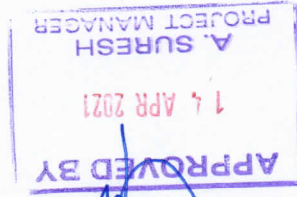


Quarterly review of service provider staff:

Period:	January-2021 to March-2021	Review date:	14.04.2021
Site:	VOC LLP	Prepared by:	K.SNEHA
Name:	RAJNEESH	Service provider:	MAHENDRA SECURITIES
Type of worker :	Security supervisor		

Sl. No	Description	Marks	Marks	Marks	Marks	Marks	Marks
1	Attendance - no. of leaves taken	0 to 3 leaves in quarter - 25 marks	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 -15 marks	Average - 5 marks	Poor -0 marks	15		
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 = 100
Category - A



Sneha