

Quarterly review of service provider staff :

Period :	April-21 TO june-21	Review date	10.07.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Amith	Service provider	United security Service
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 = 95
Category A



Quarterly review of service provider staff :

Period	April -21 to June-21	Review date	10.07.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Kamlesh	Service provider	United security Service
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	5
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 =75
Category B



Quarterly review of service provider staff :

Period	April-21 TO June-21	Review date	10.07.2021
Site :	GMR	Prepared by:	A.Sravani
Name	J.Venkata Narsimha	Service provider	Shreya's 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	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	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

APPROVED BY
16 JUL 2021
M. RAM PRASAD
PROJECT MANAGER

Quarterly review of service provider staff :

Period	April-2021 to June-21	Review date	10.07.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Uma	Service provider	Shreya's 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	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	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

APPROVED BY
10 JUL 2021
M. RAJENDRAN
PROJECT MANAGER

Quarterly review of service provider staff :

Period	April-21 to June-21	Review date	10.07.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Bhikshapati	Service provider	United security Service
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	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

APPROVED BY
16 JUL 2021
M. RAM PRASAD
PROJECT MANAGER

Quarterly review of service provider staff :

Period	Apri-21 to June-21	Review date	10.07.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Lazar	Service provider	United security Service
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



Quarterly review of service provider staff :

Period	Apri-21 to June-21	Review date	10.07.2021
Site :	GMR	Prepared by:	A.Sravani
Name	Parwathi	Service provider	Shreya's 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	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	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

