

**THE ODISHA STATE POLICE HOUSING & WELFARE COPORATION LTD.
BHUBANESWAR-22.**

No. 294/CON/OPHWC

Dated 09.09.2016

To

All Deputy Managers,
OSPH&WC (T) Joint Managers of 9 Divisions.

Sub: Submission of Monthly Performance Appraisals of Dy.Managers.

You are instructed to submit your Monthly Performance Appraisals to your Division Office in the prescribed format (enclosed). You shall start submitting Monthly Performance Appraisals from the month of October 2016 and onwards. The Jt. Manager will give his grading and remarks in every month on the basis of your monthly performance appraisals on achievement of turnover target, quality execution of projects, completion of projects, discipline etc. and forward the same to Chief Engineer(Civil). Every month you will get a grading and remarks from the Chief Engineer (viz. Outstanding-5, Very Good-4, Good-3, Average-2 & Below Average-1).



Chairman-cum-Managing Director

Encl:- As above.

Memo No. 295/CON/OPHWC

Dated 09.09.2016

Copy forwarded to Chief Engineer(Civil)/DGM(Admn)/All Jt. Managers,
OSPH&WC for information and necessary action.



Chairman-cum-Managing Director

Website

MONTHLY PERFORMANCE APPRAISALS OF DEPUTY MANAGERS
(To be submitted every month by 7th)
(w.e.f. October 2016)

Division:-

Name of the Deputy Manager, :-
Place of Posting & Hdqtrs.

Performance for the Month:-

1. Overall projects pending at beginning of month:-
2. Nos. of projects earmarked to be handed over for the month:-
3. Projects completed and handed over in the month:-
4. Shortfall in above:-
5. Specific reasons for above for each project (attach annexure):-
 - a.
 - b.
 - c.
 - d.
6. Visit dates to sites:-
7. Interaction dates with senior officers of district in the month (officer wise):-
8. Surprise visit dates to site:-
9. Work orders received during the month:-
10. Steps taken for tender process (F2) for projects during the month (project wise):-
11. Nos. of estimates pending for submission to Division Office at end of month:-
(Total No. submitted during the year _____)
12. Inspection about payment of minimum wages/use of quality steel/cement & cement-sand mixture, brick etc.:-
13. Status report about payment of bills to Contractors:-
14. Signature:-

REMARKS & GRADING OF THE JOINT MANAGER

Signature of JM

Name of Division

REMARKS & GRADING OF THE CHIEF ENGINEER

Signature of Chief Engineer