

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

No. 292/CON/OPHWC

Dated 09.09.2016

To

All Asst. Project Managers(Civil)/(Elect.)  
OSPH&WC (T) Joint Managers of 9 Divisions.

**Sub: Submission of Monthly Performance Appraisals of APMs.**

You are instructed to submit your Monthly Performance Appraisals to your Division Office through your Dy. Manager in the prescribed format (enclosed). You shall start submitting Monthly Performance Appraisals from the month of October 2016 and onwards. The Deputy Manager and Joint Manager will give their 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 the grading (viz. Outstanding-5, Very Good-4, Good-3, Average-2 & Below Average-1) and remarks of the Joint Manager will be communicated to you in each month for taking necessary follow up action at your end and a copy of the same will be kept in Division Office by the JM for record.

  
**Chairman-cum-Managing Director**

Encl:- As above.

Memo No. 293/CON/OPHWC

Dated 09 .09.2016

Copy forwarded to DGM(Admn)/All Jt. Managers/Dy. Managers of 9 Divisions including Electrical for information and necessary action.

  
**Chairman-cum-Managing Director**

Website

**MONTHLY PERFORMANCE APPRAISALS OF ASST. PROJECT MANAGERS**  
**(To be submitted every month by 7<sup>th</sup>)**  
**(w.e.f. October 2016)**

Division:-

Name of the Asst. Project Manager(Civil)/(Electrical) & :-  
Place of Posting

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. Surprise visit dates to site:-
8. Nos. of estimates pending for submission to Division Office at end of month:-  
(Total No. submitted during the year \_\_\_\_\_)
9. Inspection about payment of minimum wages/use of quality steel/cement & cement-sand mixture, brick etc.:-
10. Status report about payment of bills to Contractors:-
11. Signature:-

**REMARKS & GRADING OF THE DEPUTY MANAGER**

Signature of DM

Name of the Division

**REMARKS & GRADING OF THE JOINT MANAGER**

Signature of JM

Name of the Division