

STAFF APPRAISAL FORM

KEY RESULT AREAS [KRAs]							
STAFF NAME		PRESENT DESIGNATION	SITE ENGINEER	CTC PACKAGE IN INR			
				DATE OF JOINING			
REPORTING OFFICER				DESIGNATION			
COMPANY	RAJSHREE CONSOLIDATED CONSULTING PRIVATE LIMITED				KRA POINTS		
FIRST HALF					1st (January, 17 to June, 17)		
DEPARTMENT	PROJECTS			WEIGHTAGE	HALF YEARLY RATING		
					SELF	RO	CEO
S. No.	DESCRIPTION			100	100	100	100
	JOB DESCRIPTION :						
1	Progress	Checking [Physically Verifying the Quantities & Quality] / Recording the Daily Site Progress in Site Diary and Submit to Reporting Officer Every Day before Leaving for the Day. Including necessary preparation for entries in RCCPL web application.		3			
		Project Sub Mile Stone Achievements in Line with Master Programme Schedule.		6			
2	Supervision	Engineering Supervision & Ensuring Execution as per GFC drawings for Civil, Finishing & Services.		6			
		First Time Technically Right Execution as per GFC Drgs.		4			
3	Co - ordination	Co - ordination between Architects / Consultants / Client / Contractor/ Vendors Representative for the Project & HO to complete the project in agreed time.		3			
		Ensuring Co - Ordination between all kind of different work groups at site [Civil Work, Finishing, Services etc.].		3			
		Conducting Site Progress Review Meetings with in all different Works Groups / Leaders, Recordings MOMs & Distribution to all concerns and follow up for accomplishment. Displaying the Weekly / Daily Programmed Schedule at Site where all work groups can see easily, If possible in Hindi / Local language.		4			
4	Planning / Scheduling	Programmed Scheduling.		3			
		Planning the Site Work / Preparing Bar Charts - Weekly, Fortnightly, Monthly out of the Master Programmed Schedule and Co-Ordination with Contractors / Vendors.		3			
5	Reports	Assisting Project Manager / Site Incharge in Reports Generation, Consolidation / Compilation & Sending them to designated destinations in designed formats at desired frequencies. [Quality Reports, Safety Reports, Cost Reports.].		3			

STAFF APPRAISAL FORM

		Assisting Project Manager in Reporting Daily, Weekly, Fortnightly, Monthly & MIS reports in time. Daily work done to be reflected in the Daily reports.	2			
6	Drgs.	Control on Drawings at site [Receiving & Issuing [Drgs Register], Studying / Checking, Clarifications, Interpretations in consultation with Project Manager / Site Incharge & Recalling (Superseded.)].	2			
		Reading the Drawings and Listing of Short comings and clarifications then getting clarified the listed points and points raised by the contractor on drawing issue in time.	3			
		Quantities Working / Cross Checking as per Drgs [& Revising the same with Revisions of Drgs].	3			
		Co-relating the different drawings [Architectural, Structural, MEP & Others, if any] for correct execution timely & ensuring the right work.	3			
		Ensuring Timely Checking, Submission and getting Approval of Shop Drawings by following up with Project Manager from respective Architects / Consultants.	1			
		Preparing the RFIs, Change Orders on Drawings and other details as required for getting the details timely.	2			
		Assisting Project Manager in Keeping the Deviation Records in the designated format for changes made in drawings or other specification on request from client / consultants / contractor as applicable.	1			
		Ensuring the approvals for the changes and amendments from clients / consultants / contractor as applicable.	1			
7	PO / WO	Helping Project Manger providing the Annexes for quantity & technical specifications for issues of POs & WOs for all type of material procurement for the project. Ensuring the Work Execution as per Drgs & WO / PO.	2			
8	Reconciliation	Assisting Project Manager in Reconciliation of Client Supply Materials on Monthly Basis from respective Vendors / Contractors as per the format given.	4			
9	Measurements / Billing	Certifying / Verifying the daily work done in Quality & Quantity for OK as per	2			
		Checking / Verifying the measurements of bills submitted by vendors in line with Agreements and systems - Procedures set at site for all civil, finishes & services related works.	5			
		Getting the Quality Laboratory maintained by Client / Owner / Contractor, Organizing procedures of different Tests at Site & keeping records of test reports and bringing in to the notice of concerns timely.	1			
		Ensuring the propr running of different quality management systems at site in consultation with Project Manager.	2			

STAFF APPRAISAL FORM

10	Quality	Maintaining different quality records as per list and getting conducted the tests as per format and list as per guide lines given by Project Manager.	1			
		Ensuring running of different quality management systems at site in consultation with Project Manger and maintaining them.	1			
		Maintaining of Certified Concrete Pour Cards & Check Lists for different Works at Site as per guide lines given by Project Manager.	1			
11	Safety	Ensuring running of safety management systems at site in consultation with Project Manager for requirements at site.	1			
		Ensuring Safety Helmets, safety & Danger Zones, Safety Belts, Safety Nets, General Safety aspects at site.	1			
12	Material Stock	Verifying & Recording the material stock in daily stock report correctly & generating the requisition in advance.	2			
13	General	Ensuring Daily Morning / Evening Meeting before start / end of the work with respective agencies work group / leaders and find out the reasons if there is delay according to programmed schedule & resolve them for CA / PA.	3			
		Assisting Project Manager in Ensuring Office Management [Maintaining Properly the records, files, registers, reports, drawings, bills, deviations etc. as required at site.] as assigned by Project Manager.	2			
		Daily Man Power Analysis [Required against Actual]. Man Power forecast for the forth coming week.	1			
		Implimenting the solutions of technical problems provided by Project Manager at site immediately.	3			
		Ensuring the receipt of all reports, documents from contractors / vendors timely through site supervisor after checking them getting filled timely.	1			
		Working as per Duty Allocation in Night Shift on Daily / Occasional Basis and ensuring the compliance.	1			
		Verifying & recording the water & power consumption in daily reports correctly.	1			
		Assisting Project Manager in HOTO procedures participation.	1			
14	Code of Conduct	Zero Complaints from Owner / Client / HO.	1			
		Self Discipline, Punctuality & Devotion towards Duty.	1			
		Protection and proper usage of Company's Assets.	1			
		Positive Attitude towards entire Project Team, Cordial Relationship with all Project Associates, Seniors, Subordinates and Co - Workers.	2			

STAFF APPRAISAL FORM

		Ensuring Business Ethics and maintaining the secrecy of confidential information of Project / Owner / HO.	1			
		Compliance with Rules and Policies of the Company / Owner / Client.	1			
		Excellent Motivational, Leadership, Interpersonal, Communication, Cost Effective Operational, Presentation and Analytical skills.	1			
TOTAL			100			
Areas of Improvement Suggested	Self Assessment		Half Yearly Review Observations			
	Assessment by RO					
	Assessment by CEO					
Recommendation by RO	Designation		Approval by CEO			
	Increment					
Signature RO			Signature CEO with Date			