

Report of the Committee for Review of
Staff Strength & Recruitment Policy
constituted by the AGBM held
on

07-07-2024

BOM added Pay Scale & Increments Issue

MEMBERS OF THE COMMITTEE

1. Shri CBS Maurya	-	Chairman
2. Shri Neeraj Jaiswal	-	Member
3. Shri R.C.Mangla	-	Member
4. Shri Ratnakar Singh	-	Member
5. Ms Kalpna Saxena	-	Member
6. Shri A.D.Thomas	-	Member
7. BOM Secretary	-	Convenor

**Draft Report of the Committee for Review of Staff Strength,
Recruitment Policy, Pay Scale & Increment**

Introduction

The AGBM constituted a committee held on 07.07.2024 [Agenda item 11.10] for a Review of Staff Strength. Accordingly, BOM, AOA vide Office Order No.16 Series 2024-25 dated 12.8.2024 constituted the Committee with the following members:

- | | | |
|------------------------|---|----------|
| 1. Shri CBS Maurya | - | Chairman |
| 2. Shri Neeraj Jaiswal | - | Member |
| 3. Shri R.C.Mangla | - | Member |
| 4. Shri Ratnakar Singh | - | Member |
| 5. Ms Kalpna Saxena | - | Member |
| 6. Shri A.D.Thomas | - | Member |
| 7. BOM Secretary | - | Convenor |

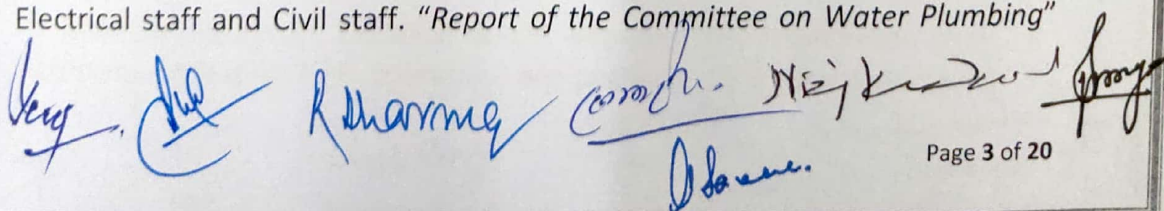
The Terms of Reference of the Committee:

- [a] Review of Staff Strength
- [b] Proposal of including One/Two Carpenters in the Maintenance Staff Pool
- [c] Review of Recruitment Policy
- [d] Proposing Salary structure & Increment

Meetings and deliberations by the Committee:

The 1st meeting of the Committee was held on **18th August, 2024**. All the members attended the meeting. In the first meeting, the Convenor briefed the committee regarding the total number of staff, staff category, staff salary details, duties & their assigned work etc. The duty charts of Electrical staff and Plumbing staff and the work allocation of Office Staff were placed before the Committee. Their Pay Structure was also placed. The Secretary BOM explained about staff positions, salary structure, deployment pattern, duty allocation etc.

The 2nd Meeting of the Committee was held on **1st September 2024**. The Committee members thoroughly discussed with the Member Secretary, Member In-Charge Civil & Estates, Member In-Charge Electrical & Lift and Member In-Charge Water & Plumbing. They provided detailed notes on Electrical staff and Civil staff. "Report of the Committee on Water Plumbing"



was also provided to the Committee for consideration of the additional requirement of 5 more plumbers.

The Member Secretary informed the Committee that the existing 10 staff effectively handle present office activities by their work allocation, and the number of Office Staff is adequate.

He expressed the need for Accountant for preparing the necessary documents for the flawless filing of tax papers and conduct of the audit. The need for a Storekeeper was also discussed.

The proposal of the carpenter was also discussed. It was told that the regular requirement of carpentry work was not reported in the past, so the quantum of carpentry work can be anticipated to be very minimal and that does not justify engaging full-time carpenters. However, alternatively, a carpenter can be engaged and listed on the panel so that residents can use the empanelled carpenter as & when required.

In order to cut down the formalities & procurement time every time the need for material arises for various categories including electrical material, the committee suggested inviting tender of all estimated items with estimated quantity normally required in 6 months/ 1 year with validity of 6 months/ 1 year. The lowest satisfactory vendors [L1] in various categories for the listed items can be decided. Subsequently, the order can be placed as per the requirement of the material at that time and the L1 vendor may supply the required items immediately. As the estimated annual quantity will be large, quotations from reputed vendors for reputed brands are anticipated at a highly competitive price. In this way society may save money, man power and time.

Member In-Charge Civil & Estates informed the Committee that 3 Masons and 2 labourers are working for society in the Campus. 1 mason and 1 labour are regularly required to attend to the complaints of flats. 2 masons and 1 labour attend to the repair work of common areas. They are also utilized for the digging work of plumbers for laying and uninstalling of the pipe lines as & when required. Sometimes labourers are engaged daily basis when the workload is high. **Hence, the work is being managed well by the existing staff and there is no need to change the number of regular staff.**

Member In-Charge Electrical & Lift informed the Committee that 12 Electricians (including 3 lift operators) are engaged. They are deployed in 3

Aug, 2014 *Roharong* *Member* *Nijendra Singh*
Adarsh *Adarsh* *Adarsh* *Adarsh*

shifts – 5 nos. in Morning Shift, 4 nos. in B Shift, and 3 nos. in night shift. They attend to complaints of 2276 flats and maintenance of electrical facilities in common area, comprised with – 120 Lifts, 310 street lights, 3000 LED tube lights, 4 generator sets, harvesting motor pumps, storm/drainage submersible water pumps, motor pumps for water tanks, air conditioners, 12 Power substations. The available 12 nos. Electricians (including Lift Operators) are handling the maintenance of flats and Common area very well. **Hence, there is no need to change the number of electrical staff.**

Member In-charge Water & Plumbing submitted **“the Report of the Committee on Water Plumbing”** detailing the available staff, their workload, additional requirements etc. 7 nos. of Plumbers are engaged. They are deployed in 3 shifts and they attend to the complaints of flats; maintenance of plumbing facilities in the common area; switching on & off 3 motors in pump house & 7 motors of harvesting tanks and carrying out major repairs of damaged pipes etc. As supply of water to all the flats and common area is highly demanding task, they need to identify & plug leakages of water. The additional requirement of 5 more plumbers has been projected with financial implication of approximately **Rs 84,325 per month.**

The Committee deliberated on the projected requirement of an additional 5 plumbers. The members observed a short supply of water from the Noida Authority sometime back, which was inadequate to meet the requirement. Many OHTs were getting fully empty after some time. When water pumping started afterward at night, many water taps were found to be open, leading to leakage. In this situation, the President BOM, Member Water Plumbing, and plumbers were forced to run from one block to another and then to the flats to identify water leakages for plugging them so that available little water does not get wasted. **The need for additional plumbers was felt during this period only.** As the Noida Authority has strengthened their water pumping facility subsequently, it was felt necessary to have a discussion with plumbers to have detailed input on problems faced by them.

The 3rd Meeting of the Committee was held on **6th October 2024**. The Plumbing Staff was called to understand the workings of the Plumbing Department and the difficulties faced by them. It was told to the Committee that the situation was very difficult during the period of short supply of water by the Noida Authority, but after normalization of the water supply by Noida Authority the work pressure has eased out & normalized now. It was told that the existing 7 plumbers are managing the activities of water plumbing well and there is no need to change the number of plumbers. For special/ major works,

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plumber/ labour can be engaged for short term or for long term on adhoc as per requirement to manage the situation and avert the crisis.

The 4th Meeting was held on **19th October 2024**. The Committee Members had discussion with Secretary BOM on various aspects of staff and telephonically with the Member In-Charge of the Plumbing Department, as he was having health issue.

Subsequent meetings were held on 5th January 2025, 12th January 2025 and 19th January 2015 to deliberate on various points.

A. Current Staff Strength

Overview:

STAFF MEMBERS ON THE ROLL OF AOA

Sl.No.	Description	Nos.	Breakup	Amount
1.	Electrical Staff	12	12 Electricians (including 3 Consulting Electricians]	
2.	Civil Staff	5	Out of 5 Nos., 3 Masons and 2 Helpers	
3.	Plumbing Staff	7	Plumbers, 7 [Seven]]	
4.	Office Staff	10	Out of 10 Nos., 6 are office staff, 3 Supervisors and one MTS.	
5.	Salary, Wages & PF & ESI	34	Out of 34 Staff, only 25 employees are being paid PF & ESI.	Approx. Rs.7,50,000/- per month.

Department wise staff analysis :

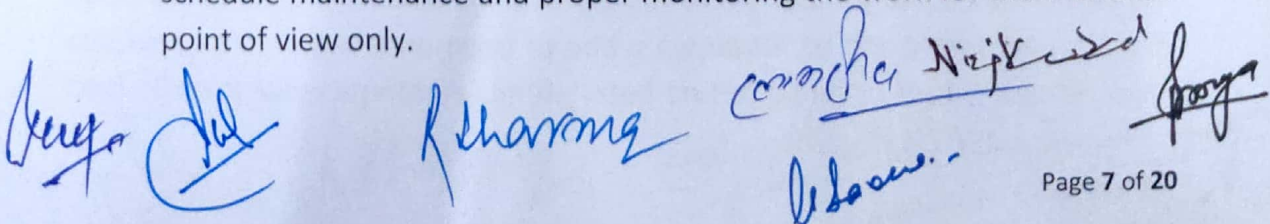
1. **Office Staff:** The Committee was informed by the Member Secretary that the existing 10 nos Office Staff are managing day-to-day functioning of office working well. The Committee studied the Work Distribution amongst the staff of the Office of KV-II, AOA and concluded that the present strength of 10 [Ten] is required to be continued for smooth functioning of the Office. However, it is proposed that one post of present staff may be spared for proposed Accountant-cum-Storekeeper by redistributing the present work of 10 staff into 9 staff.

[Signature]

[Signature]

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2. **Electrical Department:** The Committee studied the duty chart of the Electricians and after discussion with Member In-charge Electrical Department came to the conclusion that the present strength of 12[Twelve] is required to be continued for smooth operation of the Electrical Department.
3. **Plumbing Department:** The Committee studied the duty chart of the Plumbers and the report of the Committee on Water Plumbing. The committee also had a detailed discussion with the Member In-charge Plumbing Department and Senior Most Plumber and came to the conclusion that there is no need to increase the number of the plumbers as recommended by "the Committee on Water Plumbing" and unanimously decided to continue with the present strength of 7 [Seven] Plumbers for smooth functioning of Water Department. However, For special/ major works, plumber/ labour can be engaged for short term or for long term on adhoc as per requirement to manage the situation and avert the crisis.
4. **Civil Department:** The Civil Department is equipped with three Masons and Two Helpers. The Committee found that the staff is enough and work assigned to them from time to time is carried out by them. There is no need to change the number of staff.
5. **Supervisors:** Three Supervisors are employed by AOA. One Each for "Security", "Civil, Plumbing & Electrical" & and "House Keeping & Horticulture". The Committee looked into the work assigned to them and found that there is no detailed work allocation to them and due to this there is a lack of efficiency and alertness. House Keeping & Horticulture are very important and are the face value of any society. There is a lot of scope for improvement in these areas. **The Committee decided to prepare the Work Allocation for each Supervisors.** It is also proposed to maintain a register pertaining to schedule of work of each work separately, so that supervisor must clearly know their duty and same may also be inspected/cross checked by BOM. Keeping in view of huge area of society, it should be distributed in zone/phases for schedule maintenance and proper monitoring the work for maintenance point of view only.

The bottom of the page features several handwritten signatures in blue ink. From left to right, there are four distinct signatures. The first is a stylized signature, the second appears to be 'R. Sharma', the third is 'Rajendra Singh', and the fourth is a signature that looks like 'S. Singh'.

6. **Security:** Area of our society is huge and security is a major concern. The establishment of CGHS dispensary & a Branch of State Bank of India inside the campus, invite lots of outside people. In addition to residents' daily guests, workers, and workers for ongoing works in the flats pose another dimension of threat to the security of the society. Parking of vehicles inside the society is a huge mess. Therefore, it is recommended that the open area in the society campus may be earmarked for car parking of the residents with few slots for guest car parking in between two blocks. Each guest having a car may be issued temporary entry passes at the entry gate so that they may park their vehicle in designated earmarked parking slots for guest only.

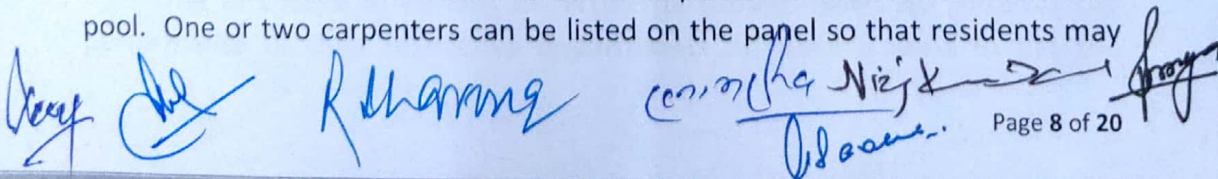
No entry should be allowed for an outsider from gate no. 2 & 3. It is observed that outside people also use gates no.2 & 3 for entry in the society without any check. Though security arrangement is outsourced, it requires a lot of improvement and needs to be looked into by a security expert. One Option is to invite Sr.Officer from local police to seek his advice on scope of improvement in security of our campus and to plug loopholes if any. Retired/Serving Police Officer residents in our campus may also help us in this regard.

Staffing Levels:

The Committee reviewed the working of each department and after discussion with the Member Secretary and Members In-charge of various departments came to the conclusion that current staff is enough to carry out day-to-day activities of the AOA effectively.

B. Proposal to add One/Two Carpenters in Maintenance Staff Pool :

The Committee discussed with the Member Secretary and Member in-charge of various departments the nature & quantum of carpentry work required in our campus. It was told that there was no requirement for carpentry work in the past on a regular basis. The Committee deliberated in detail about the proposal to add a carpenter to the Maintenance Staff pool and concluded that there is no need to add a carpenter to the Maintenance staff pool. One or two carpenters can be listed on the panel so that residents may

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engage them as & when required on payment basis. Name and contact number of carpenter may be circulated by the BOM for the convenience of the residents.

Recruitment Policy Overview

[A] Current Policy:

The current policy of AOA to hire staff for various departments has been through word of mouth/through acquaintances of the present employees/BOM members.

[B] Effectiveness:

The existing policy of hiring locally has its own merits and demerits. Therefore, it is proposed that in order to bring professionalism to the working of AOA, it would be in the interest of the AOA to hire through advertisement in the local papers or publish on the website of AOA and through Notice Board on the AOA or through authorised agencies only. In this way transparency can be maintained, and efficient & competent hiring can be done.

[C] Compliance:

It is proposed that for all future appointments, AOA should go for advertisement in papers, publish on the website of AOA and Notice Board in the AOA Campus or through authorized manpower-providing agencies only.

Analysis of Staff Strength

[A] Cost of Hiring:

An amount of approximately Rs 7,50,000/- is incurred towards Salary, Wages, PF & ESI to Staff of AOA every month.

[B] Employee Performance:

The performance of the staff is satisfactory and as far as working is concerned, there is room for improvement. All the Supervisors, Office Staff, Electricians, Plumbers & Civil Staff are required to be given their duties in written form so that they are fully aware of their duties to be performed, which will result into more efficiency.

The In charge of various departments should invariably monitor the performance of their respective departments on weekly basis to get the

excellent performance. Lack of monitoring may result in lackadaisical approach towards performance and complaints of the residents may rise. Non-performing employees should be warned verbally as well as in writing to give them opportunity for improvement, before weeding them out.

[C] A draft Duties & Responsibilities of Supervisors, Horticulture & Housekeeping are annexed herewith and shown as **Annexure – I**.

Review of Recruitment Policy

[A] Process Efficiency:

- [a] The current recruitment processes require amendment. It is proposed that proper Recruitment Rules be drafted and Offer of Appointment letters should be issued to all employees who are taken on roll of AOA. Individual Personal Files of all existing and future employees should be maintained with full details along with Police Verification. This will shield AOA from any mishap.
- [b] The new recruits should be appointed with the minimum qualifications required for the post and minimum wages fixed by the State Government. Appointment letter may be issued to them. The new recruits will be on probation for one year, extendable to two years.
- [c] The agency handling the deduction and deposit of EPF and ESI should ensure that it is deposited timely in the account of each employee as well as also to ensure that each employee gets the ESI Card as well.
- [d] The person handling the cash is custodian of the same. He should compulsorily take an insurance policy too.
- [e] Before giving the increments to the staff, appraisal forms should be filled by Department In charge. Annual Increment will be 3 % on the basic pay and additional 2 % on the performance of the person. A sample of the performance appraisal form is annexed hereto as **Annexure – II**.

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RECOMMENDATIONS

[A] **Office Staff:** It is recommended that out of 10 office staff, one may be trained as an Accountant cum Storekeeper with the help of a retired AOA Member residing in the campus who can guide him in maintaining the required books of accounts and store ledgers. The Consultant hired from the campus may be paid an honorarium, if he accepts the offer.

[B] **Electrical Department:** The three Electricians namely Shri Bal Kishan, Shri Neeraj Kumar and Shri Naresh Kumar may be treated as "Consultants" and a consolidated amount may be paid to them without any benefit of PF or ESI.

[C] **Training Needs:** The plumbers are required to be given training on the latest plumbing fixtures installed by residents. The majority of the residents have undertaken renovation of their flats and have undergone major modifications in electrical fixtures also. The Electricians also require some training, so that while repairing work, no fitting goes bad.

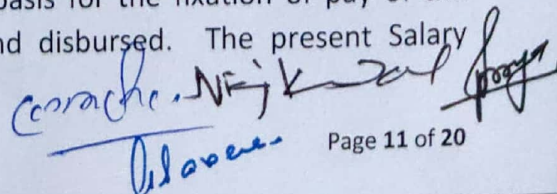
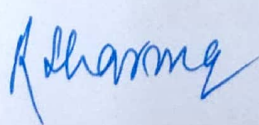
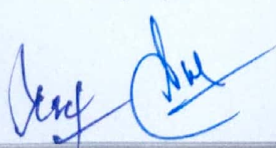
[D] **Constructive Suggestion:** As improvement is a continuous process, it is felt that BOM should evolve a mechanism to invite constructive suggestions from the residents for improvement of facilities in our campus.

Pay Scale & Increment

BOM vide Office Order No. 16A Series 2024-25 dated 30.12.2024 requested the Committee to look into & review the salary structure and increments to AOA Society Staff.

Accordingly, in the meeting held on 5th January 2025 of the Committee, the Convenor/Secretary, BOM briefed the committee that staff is demanding increment from December as is the practice for the past several years. When BOM looked into the pattern of giving increments it was noticed that past BOMs had not followed any fixed formulae but gave increment on the basis of work performed in the range of 5% to 20 %. Secretary requested that if Committee looks into the salary structure and recommend the annual increment to be given to the employees, it would be better for the future BOMs to recruit and rationalize the pay and allowances.

The Committee reviewed the present Salary structure of all 34 employees and found that there was no basis for the fixation of pay of the employees and it was randomly fixed and disbursed. The present Salary



employees and it was randomly fixed and disbursed. The present Salary structure and percentage of Allowance given is annexed hereto and marked as **Annexure – III.**

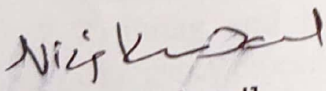
RECOMMENDATION

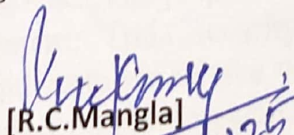
1. The Committee recommended that all future employees who are employed by AOA for any post must be taken on minimum wages fixed by the State Government for Skilled, Un-Skilled and Semi-Skilled workers. The increments must also be based on lines of instructions/ guidelines of the State Government. The new recruits will be on probation for one year, extendable to two years. On successful completion of the probation period and with the recommendation of the In charge Department, he/she be entitled to EPF & ESI.
2. The Increments for all employees will be in the range of 3 % flat on the basic pay and additional 2% on the basis of performance in the preceding year. The performance appraisal form will be filled by the concerned Incharges of Department and placed before the BOM for final approval

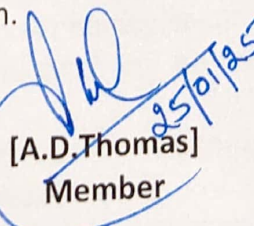
Conclusion

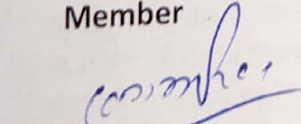
During the deliberations, the Committee thoroughly examined each department's working with the available staff and came to the conclusion that the staff is adequate for running day to day affairs of the AOA efficiently.

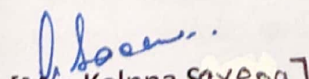
The Committee felt that the working of the BOM should be digitalized slowly as far as possible and data stored in multiple platforms to search & retrieve relevant data/ details quickly & effortlessly. Digital data is easy to handle in any format/ form. Storage in multiple platforms is necessary in order to safeguard data from crashing of any particular platform.

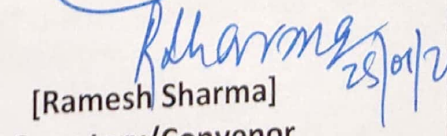

[Neeraj Jaiswal]
Member

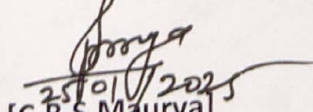

[R.C. Mangla]
Member


[A.D. Thomas]
Member


[Ratnakar Singh]
Member


[Mrs Kalpna Saxena]
Member


[Ramesh Sharma]
Secretary/Convenor


[C.B.S. Maurya]

ANNEXURE – I

DUTIES & RESPONSIBILITIES OF SECURITY SUPERVISOR

A Security Supervisor must perform the following duties and responsibilities to ensure the safety and security of residents and property. Here are some key responsibilities:

1. **Supervise Security Personnel:** Oversee and guide security officers, ensuring they perform their duties effectively and professionally.
2. **Patrol and Monitor Premises:** Conduct regular patrols of the property, including parking lots and common areas, to deter criminal activity & dumping of debris/waste material and to identify potential security threats.

Access Control: Supervise the CCTV in the entire campus, monitor the visuals from the Control Room in CCI, provide the CCTV video access when asked by Resident with the permission of President/Secretary/Vice-President/Security Incharge, Supervise and monitor access to the complex, surprise checking of logging of visitors and vendors, and ensuring only authorized individuals enter the premises.

Supervision of Lifts: To depute Guard during Shift-in & Out & to ensure that No Resident/Tenant uses the lift to take heavy furniture/household items thereby damaging the lift doors. To instruct the guard posted in pockets to keep a close watch during renovation that no body misuses the lift to take construction materials and debris/malba. If found taking, immediately to make video of the person and materials for evidence to impose the penalty.

Emergency Response: Respond promptly to alarms and emergency situations, coordinating with law enforcement and emergency services as needed.

6. **Incident Reporting:** Maintain detailed records of daily activities, incidents, and security breaches, and prepare reports for management.
7. **Training and Development:** Train security personnel on protocols, emergency procedures, and customer service skills.
8. **Safety Inspections:** Conduct regular inspections to identify and mitigate safety hazards, ensuring compliance with safety regulations.
9. **Assist Management:** Work closely with property management to develop and implement security policies and procedures.

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अपार्टमेंट कॉम्प्लेक्स में सुरक्षा सुपरवाइजर की जिम्मेदारियाँ और कर्तव्य
निम्नलिखित हैं:

1. सुरक्षा कर्मियों की निगरानी: सुरक्षा गार्ड्स की निगरानी और मार्गदर्शन करना, यह सुनिश्चित करना कि वे अपने कर्तव्यों को प्रभावी और पेशेवर तरीके से निभा रहे हैं।
2. परिसर की निगरानी: संपत्ति, पार्किंग स्थल और सामान्य क्षेत्रों की नियमित गश्त करना, आपराधिक गतिविधियों को रोकना और संभावित सुरक्षा खतरों की पहचान करना।
3. प्रवेश नियंत्रण: परिसर में प्रवेश की निगरानी और प्रबंधन करना, आगंतुकों और विक्रेताओं का लॉग रखना और यह सुनिश्चित करना कि केवल अधिकृत व्यक्ति ही परिसर में प्रवेश करें।
4. आपातकालीन प्रतिक्रिया: अलार्म और आपातकालीन स्थितियों का तुरंत जवाब देना, कानून प्रवर्तन और आपातकालीन सेवाओं के साथ समन्वय करना।
5. लिफ्टों का पर्यवेक्षण: शिफ्ट-इन और आउट के दौरान गार्ड को तैनात करने के लिए और यह सुनिश्चित करने के लिए कि कोई भी निवासी/किरायेदार लिफ्ट का उपयोग भारी फर्नीचर/घरेलू सामान लेने के लिए नहीं करें, जिससे लिफ्ट के दरवाजों को नुकसान पहुंचता है। जीर्णोद्धार के दौरान पॉकेट में तैनात गार्ड को कड़ी निगरानी रखने का निर्देश देना कि कोई भी निर्माण सामग्री ले जाने के लिए लिफ्ट का दुरुपयोग न करे। यदि ले जाते हुए पाये जाते हैं, तो तुरंत व्यक्ति का वीडियो बनये और जुर्माना लगाने के लिए साक्ष्य को सुरक्षित रके।
6. घटना रिपोर्टिंग: दैनिक गतिविधियों, घटनाओं और सुरक्षा उल्लंघनों का विस्तृत रिकॉर्ड रखना और प्रबंधन के लिए रिपोर्ट तैयार करना।
7. प्रशिक्षण और विकास: सुरक्षा कर्मियों को प्रोटोकॉल, आपातकालीन प्रक्रियाओं और ग्राहक सेवा कौशल पर प्रशिक्षण देना।
8. सुरक्षा निरीक्षण: नियमित निरीक्षण करना ताकि सुरक्षा खतरों की पहचान की जा सके और उन्हें कम किया जा सके, यह सुनिश्चित करना कि सुरक्षा नियमों का पालन हो रहा है।
9. प्रबंधन की सहायता: संपत्ति प्रबंधन के साथ मिलकर सुरक्षा नीतियों और प्रक्रियाओं को विकसित और लागू करना।

ये जिम्मेदारियाँ अपार्टमेंट कॉम्प्लेक्स में सभी निवासियों और आगंतुकों के लिए एक सुरक्षित वातावरण बनाए रखने में मदद करती हैं।

[Handwritten signatures and names: Raj Kumar, Ash Kumar, and others]

Duties and Responsibilities of a Supervisor looking after Horticulture and Housekeeping:

Horticulture:

1. Oversee gardening and landscaping activities.
2. Plan and implement plant care, pruning, and maintenance schedules.
3. Supervise gardeners and grounds staff.
4. Ensure proper irrigation, fertilization, and pest control.
5. Monitor and maintain plant health, reporting any issues.
6. Coordinate with contractors for tree trimming, planting, and other specialized services.
7. Manage horticulture budgets and resources.
8. Ensure compliance with safety protocols and regulations.

Housekeeping:

1. Supervise housekeeping staff, including cleaners, janitors, and laundry personnel.
2. Coordinate cleaning schedules, ensuring timely completion.
3. Monitor and maintain cleanliness standards in common areas, amenities, and residential units.
4. Manage inventory, ordering supplies, and controlling expenses.
5. Address resident complaints and concerns.
6. Implement and enforce quality control measures.
7. Ensure compliance with safety protocols, regulations, and industry standards.
8. Train and develop housekeeping staff.

Shared Responsibilities:

1. Lead, motivate, and evaluate staff performance.
2. Foster teamwork, communication, and collaboration.
3. Develop and implement process improvements.
4. Manage budgets, resources, and expenses.
5. Ensure compliance with AOA policies, procedures, and regulations.

6. Provide exceptional customer service to residents and stakeholders.
7. Maintain accurate records, reports, and documentation.
8. Stay up-to-date with industry developments, best practices, and new technologies.

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 below...

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Name of the Employee: _____

Appraisal Period Dates: _____

PERFORMANCE APPRAISAL FORM FOR EMPLOYEES OF AOA, KV2, SECTOR-82SECTION – I
(PERSONAL DATA)

1.	Name:	
2.	Present tenure from	
3.	Present Appraisal	From: _____ To _____
4.	Place of Work during Appraisal Period	
5.	Incharge BOM Member of the Department	

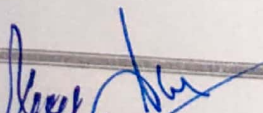
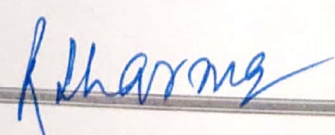
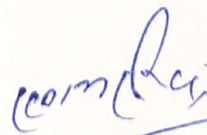
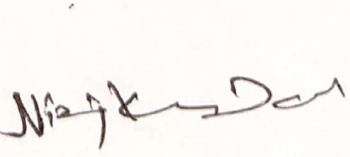
SECTION – II
SELF ASSESSMENT

1.	Nature of Duties	
2.	Achievements	
Place: Dated:		[Signature of Apprise] Name in Block Letter: _____ Working as: _____

SECTION – III**ASSESSMENT / APPRAISAL**

1.	Work Output	Appraisal of Work Output in Scale of 01 – 10	
		By Incharge of the Department	By Secretary of KV 2
a.	Quality of Output		
b.	Timely Completion of Work Allotted per day		
c.	Accuracy in work done		
	Overall Average of Work Output		
2.	Personal Attributes		
a.	Attitude to Work		
b.	Sense of Responsibility		
c.	Team Spirit		
d.	Maintenance of Discipline		
e.	Punctuality		
f.	Inter-Personal Relations		
	Overall Average of Personal Attributes		
3.	Functional Competency		
a.	Knowledge in the area of Work		
b.	Adherence to time schedule		
c.	Ability to understand instructions and follow them.		
d.	Ability to motivate and mentor Subordinates		
	Overall Average of Competency		
4.	Relations with the Public		
	Status of Health		
	Integrity		
5.	Pen Picture of performance of the appraisee by Incharge		

6.	Overall Grading by Incharge/Secretary:	
		(Signature of the Incharge of the Department) Name in Block Letter: _____


ANNEXURE - III

Sl. No.	Name/Division	Designation	Basic	Composite Allowance	Weekly off Amt	Gross Total	% of Com. Allow	Remarks
Civil Work								
1	Ramesh Maiyadeen	Asstt civil	18323	9359	0	27682	51.1	
2	Hari Shankar	Asstt civil	14700	9470	0	24170	64.4	
3	Parshuram	Asstt civil	14700	9470	0	24170	64.4	
4	Bijoy Hazra	Junior Civil	12050	4155	0	16205	34.5	
Office Staff								
5	Deepak Yadav	Caretaker	18581	9127	0	27708	49.1	
6	Parshuram Nayak	Office Asstt	11950	4840	0	16790	40.5	
7	Chandan	Office Asstt	17901	4089	0	21990	22.8	
8	Sumit Choubey	Office Asstt	12917		2583	15500	20.0	
9	Dheeraj Kumar	Office Asstt	11667		2333	14000	20.0	
10	Shivam Solanki	Office Asstt	11667		2333	14000	20.0	
Supervisor								
11	Vinayak Dhali	Supervisor	14450	8445	0	22895	58.4	
12	Uttam Kumar Sarkar	Supervisor	13900	6390	0	20290	46.0	
13	Alok Singh	Supervisor	15706	6264	0	21970	39.9	
Electrician / Lift Operator								
14	Sripal	Electrician	12650	4215	0	16865	33.3	
15	Ankur	Electrician	12650	4215	0	16865	33.3	
16	Sukumar Roy	Electrician	11950	4840	0	16790	40.5	
17	Rahul	Electrician	12650	4215	0	16865	33.3	
18	Daya Shankar Prajapati	Electrician	12650	4215	0	16865	33.3	
19	Soren Singh	Sr.Electrician	16955	9710	0	26665	57.3	
20	Bal Kishan	Electrician	17667		3533	21200	20.0	
21	Neeraj Kumar	Lift Operator	13958		2792	16750	20.0	
22	Naresh Kumar	Electrician	14133		2827	16960	20.0	
23	Kamal	Labour	13661		2732	16393	20.0	
24	Ravi Kant[Casual]	Electrician	13384	0	1478	14862	11.0	
25	Rahul Prajapati[Casual]	Electrician	14818	0	1956	16774	13.2	
26	Rupendra Kumar	Lift Operator	12650	4215		16865	33.3	
Plumbers								
27	Santosh Kandi	Sr.Plumber	17548	6256		23804	35.7	
28	Santosh Behera	Sr.Plumber	12000	5200		17200	43.3	
29	Pradeep Rout	Plumber	17248	4676		21924	27.1	
30	Ratan Behera	Plumber	15506	6244		21750	40.3	
31	Subrat Kumar Behera	Plumber	12650	4215		16865	33.3	
32	Sujit Kumar Rout	Plumber	12650	4215		16865	33.3	
33	Bishwanath Bahera	Plumber	12650	4215		16865	33.3	
MTS								
34	Kalu Sarkar	MTS	14471	4626		19097	32.0	