

Principle ACS Engineering India Private limited

Plot No 27, Rao & Raju colony, Road No 2, Banjara Hills, Hyderabad-500034

L1 & L2 - Employee Evaluation Form -Performance Appraisal 2021

| | |
|-----------------------------|--------------------------|
| Name of the Employee | Shiva Uppari |
| Employee Id | 210506 |
| Employee Email | shiva.u@principleacs.com |
| Designation | MIS Executive |

| | |
|------------------------------|-------------------------------|
| Department | MIS |
| Grade Level | L1 |
| Manager Name & Id | Mahesh Chiluka(170156) |
| Manager Email | mahesh.kumar@principleacs.com |

| | |
|----------------------------|--------------------------|
| Joining Date | 2021-01-02 |
| Evaluation Purpose | Appraisal |
| Review Period | 01-11-2020 TO 31-10-2021 |
| Total OverAll Score | 200 |

FUNCTIONAL SKILLS

| CRITERIA | MAX. Marks | Assessment | | 120 |
|---|--------------|------------|------------|---------------------|
| | | Self | Manager | |
| KRA- Allocation - Min 4 for L1, L2. Have to be tangible. | SCORE | 25% | 75% | Weighted Avg |
| 2021 KRA 1 target not allotted. | 0 | 0 | 0 | 0.00 |
| 2021 KRA 2 target not allotted. | 0 | 0 | 0 | 0.00 |
| 2021 KRA 3 target not allotted. | 0 | 0 | 0 | 0.00 |
| 2021KRA 4 target not allotted. | 0 | 0 | 0 | 0.00 |
| 2021 KRA 5 target not allotted. | 0 | 0 | 0 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 |

| Technical Knowledge & Ability | SCORE | 25% | 75% | Weighted Avg |
|---|--------------|------------|------------|---------------------|
| Possesses technical skills and competence to execute job duties. | 5 | 3 | 3 | 3.00 |
| Possesses diagrammatic skills and attention to details to execute job duties | 5 | 3 | 3 | 3.00 |
| Understanding of the duties and responsibilities & gives the outcome with almost nil or minimal errors. Does not hesitate to take guidance when required. | 5 | 4 | 3 | 3.25 |
| Ability to learn new skills and apply appropriately. | 5 | 4 | 3 | 3.25 |
| Submit atleast 5 reports spread across every quarter to show consistency in the work done. | 5 | 1 | 1 | 1.00 |
| Proof of atleast one training or presentation to internal or external clients which showcases the candidates depth in knowledge. | 5 | 1 | 1 | 1.00 |
| Total | 30 | 16.00 | 14.00 | 14.50 |

| Efficiency and Innovation | SCORE | 25% | 75% | Weighted Avg |
|--|--------------|------------|------------|---------------------|
| Expresses ideas and plan in a creative manner including sketching as needed so that everyone can understand easily. | 5 | 2 | 2 | 2.00 |
| Uses Technology (Excel formulae / Programming skills) effectively so that templates are made in such way that it is useful in future also. | 5 | 1 | 1 | 1.00 |
| If repetitive works are given, he / she clearly demonstrates skill and innovative methods to taper the time required to accomplish the task. | 5 | 3 | 3 | 3.00 |
| Focuses on innovative method to showcase value of the work done to clients / other stakeholders. | 5 | 2 | 3 | 2.75 |
| Total | 20 | 8.00 | 9.00 | 8.75 |

ADMINISTRATIVE SKILLS

| CRITERIA | MAX. Marks | Assessment | | 80 |
|---|--------------|------------|------------|---------------------|
| | | Self | Manager | |
| Interpersonal Relations/Teamwork/Behaviour. | SCORE | 25% | 75% | Weighted Avg |
| Responds and contributes to team efforts | 5 | 4 | 3 | 3.25 |
| Responds positively to suggestions,instructions,criticism and adapts well to changing circumstances | 5 | 4 | 3 | 3.25 |
| Shows pride when representing organization in market place/clients | 5 | 4 | 4 | 4.00 |
| Total | 15 | 12.00 | 10.00 | 10.50 |

| Company Values, HSE | SCORE | 25% | 75% | Weighted Avg |
|--|--------------|------------|------------|---------------------|
| Is aware of MVV, Company Motto & HSE and pays attention to understanding the same and imbibing the same in his/her personality | 5 | 3 | 2 | 2.25 |
| Always demonstrates & ensures adherence of company value & Motto at work. | 5 | 3 | 3 | 3.00 |
| Always demonstrates & ensures adherence of HSE practices at work. | 5 | 2 | 2 | 2.00 |
| Total | 15 | 8.00 | 7.00 | 7.25 |

| Commercial awareness and initiatives | SCORE | 25% | 75% | Weighted Avg |
|---|--------------|------------|------------|---------------------|
| Always ensures that there are no time and cost overruns in the projects handled and works with result oriented action. | 5 | 2 | 3 | 2.75 |
| Understands the scope clearly before taking up the work and ensures that there are no repetition of efforts. | 5 | 2 | 3 | 2.75 |
| Interacts with customers to ensure delivery satisfaction and to understand client project pipeline and works for repeat orders. | 5 | 2 | 3 | 2.75 |
| Total | 15 | 6.00 | 9.00 | 8.25 |

| Comm / Presentation skills and Planning skills | SCORE | 25% | 75% | Weighted Avg |
|---|--------------|------------|------------|---------------------|
| Exhibits effective listening, oral and written skills. | 5 | 3 | 3 | 3.00 |
| Keeps the presentation / communication crisp, attractive and ensures communication of the summary / conclusion clearly. | 5 | 2 | 3 | 2.75 |
| Skillfully demonstrates the eagerness to engage and willing to go extra mile in fulling the engagement. | 5 | 4 | 3 | 3.25 |
| Understands the planning is key to success and hence ensures that it is chalked out and aligned with superior before execution. | 5 | 3 | 3 | 3.00 |
| Total | 20 | 12.00 | 12.00 | 12.00 |

| Quality of Works | SCORE | 25% | 75% | Weighted Avg |
|--|-------|------|------|--------------|
| Is diligent at work and ensures accuracy, tidyness and focuses on details and not only the speed. | 5 | 3 | 3 | 3.00 |
| Ensures adherence to processes, works towards creating processes as needed to ensure systematic and consistent output at work. | 5 | 3 | 3 | 3.00 |
| Is aware of ISO certification of the company, and hence pays importance to all process compliances. | 5 | 3 | 3 | 3.00 |
| Total | 15 | 9.00 | 9.00 | 9.00 |

| Work Habits - Attitude and drive | SCORE | 25% | 75% | Weighted Avg |
|---|-------|-------|-------|--------------|
| Maintains office timings, does not apply leaves unnecessarily also gives advance intimation of leaves, applies leaves in a timely manner. | 5 | 4 | 3 | 3.25 |
| Stays late as needed to complete the task on hand. Works as per responsibility and works responsibly. | 5 | 4 | 3 | 3.25 |
| Shows proactiveness to get works / new works allocated to himself rather than prolonging existing works on hand. | 5 | 4 | 3 | 3.25 |
| Focuses on productivity and maintaining commitment - "beating the deadline". | 5 | 3 | 3 | 3.00 |
| Total | 20 | 15.00 | 12.00 | 12.75 |
| Total (Functional Skills) | 120 | 48.00 | 44.00 | 45.00 |

| Managerial and Leadership Skills | SCORE | 25% | 75% | Weighted Avg |
|---|-------|-------|-------|--------------|
| Gathers detailed / first hand information about customer / client needs and accordingly works towards solution building. | 5 | 2 | 3 | 2.75 |
| Accepts responsibility in a competent manner for own and subordinates work. Also works collaboratively with other stakeholders, to ensure tangible benefits to the company through sustainable relationships. | 5 | 2 | 3 | 2.75 |
| Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles. | 5 | 3 | 3 | 3.00 |
| Total | 15 | 7.00 | 9.00 | 8.50 |
| Total (Administrative Skills) | 80 | 45.00 | 47.00 | 46.50 |

| Self - Assessment | Manager- Assessment | Grand Total |
|-------------------|---------------------|-------------|
| 93.00 | 91.00 | 91.50/200 |

OVERALL PROGRESS

| | |
|---|-----|
| Employee performance and learning is unsatisfactory and is failing to improve at a satisfactory rate. | No |
| Employee performance and learning is acceptable and is improving at a satisfactory rate. | Yes |
| Employee has successfully demonstrated outstanding overall performance. | No |

Scoring System

| Attribute | Score |
|-----------------------|-------|
| Outstanding | 5 |
| Exceeds Requirements. | 4 |
| Meets Requirements. | 3 |
| Need Improvement | 2 |
| Unsatisfactory / Poor | 1 |

Scoring System

| Grade | % | Final Grade |
|-------|-----------|-------------|
| A+ | >=95-100% | 45.75 |
| A | >=85-94% | |
| B+ | >=65-84% | |
| B | >=51-64% | |
| C | <=50% | |

MANAGER COMMENTS & RECOMMENDATION

He is a hardworking person

KRA-Target For Next Year Evaluation

| KRA-Target For Next Year Evaluation | Max Marks |
|--|-----------|
| Railway / TCAS Project site folders shall be prepare with all the required documents & photographs without any errors as per project requirements. | 10 |
| Checking Rjio site folders both BM & CM with all parameters, if found any discrepancies shall interact with Circle team & resolve the issues. | 10 |
| Collecting monthly-wise Data back-up from all Designers & Detailers and maintain accurate record | 5 |
| Inventory items (Ex Tool Bag, gifts Etc) control. | 5 |
| To enhance subject knowledge on Billing process | 5 |
| Total | 35 |