



No. CWC/CO-PDORRECT/142/2020-PERSONNEL-PART (1)

Dated: 01.07.2021

**CIRCULAR**

**Sub: Quarterly Monitoring of Consultant/Advisor etc. – reg.**

Corporation is engaging Consultant/Advisor for various works. They perform day to day official activities as per the assigned task. They also play a major role in Corporation's growth and thus monitoring of their performance is necessary for organisational development.

In this regard, as directed by the Competent Authority, Quarterly Monitoring of Performance of Consultant/Advisor at CO/ROs/WHs is to be conducted. For conducting the activities format enclosed as **Annexure-I & II** and timeline mentioned below to be followed:

S. No.	Quarter	Period	Report to be submitted at CO (Recruitment) latest by:
1.	1 <sup>st</sup>	1 <sup>st</sup> April to 30 <sup>th</sup> June	5 <sup>th</sup> July
2.	2 <sup>nd</sup>	1 <sup>st</sup> July to 30 <sup>th</sup> September	5 <sup>th</sup> October
3.	3 <sup>rd</sup>	1 <sup>st</sup> October to 31 <sup>st</sup> December	5 <sup>th</sup> January
4.	4 <sup>th</sup>	1 <sup>st</sup> January to 31 <sup>st</sup> March	5 <sup>th</sup> April

Minimum two months service period needs to be completed by a Consultant/Advisor, for getting assessment of his/her performance done in that particular quarter. For any other clarification Corporate Office, Recruitment Cell may please be communicated.

**Encl: As Above**

**(Debapati Saha Chowdhury)**  
**Asst. General Manager (Pers)**

**Copy To:**

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices – with the request to circulate the contents to all field units also.
3. Sr. PA to MD/PS to Dir(P)/Consultant to Dir(F)/PS to Dir(MCP)/PA to CVO

**Quarterly Monitoring of Consultant/Advisor**

**PART-I**

**(To be filled by Consultant/Advisor)**

- 1. Name of Consultant/Advisor:**
- 2. Place of posting:**
- 3. Date of joining:**
- 4. Contact Details:** Mobile No. \_\_\_\_\_

Email Id: \_\_\_\_\_

- 5. Job Description:**
- 6. Evaluation Period:**
- 7. Name of Reporting officer:**

**PART-II**

**(To be filled by Reporting Officer)**

- 8. Performance factor:**

<b>I. CRITERIA</b>	<b>II. RATING</b>					<b>Comments</b>
	<b>(Marks to be filled by Reporting officer from 1 to 5)</b>					
	5	4	3	2	1	
1. Practical knowledge of and experience in the field concerned						
2. Ability to adapt knowledge and experience regarding assigned tasks						
3. Initiative						

4. Productivity						
5. Ability to work with others						
6. Quality of work completed						
7. Attendance						
<b>Sum of Ratings</b>						
<b>Total Marks</b>	(Total of Sum of Ratings)					

**Overall Evaluation:** (Total Marks/7) = \_\_\_\_\_ \*

\* 0-1 ———> Poor

1-2 ———> Average

2-3 ———> Good

3-4 ———> Very Good

4-5 ———> Excellent

### **PART-III**

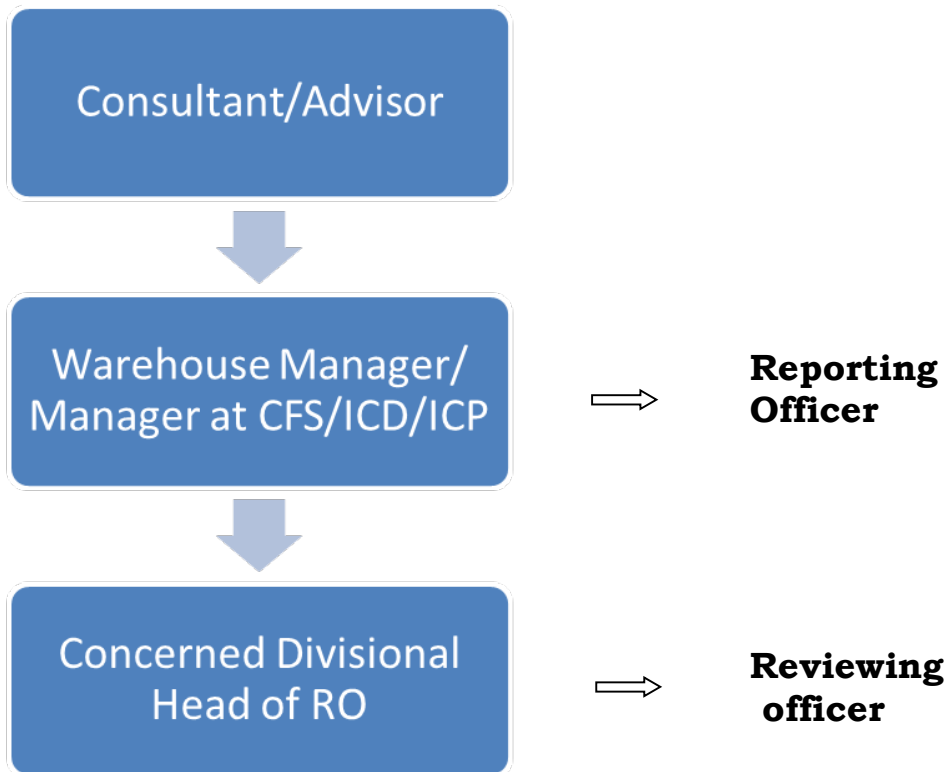
**Marks given by Reviewer:**

**Reviewer's comments:**(In case of increase or decrease in marks or for any other achievements/failures comments to be given)

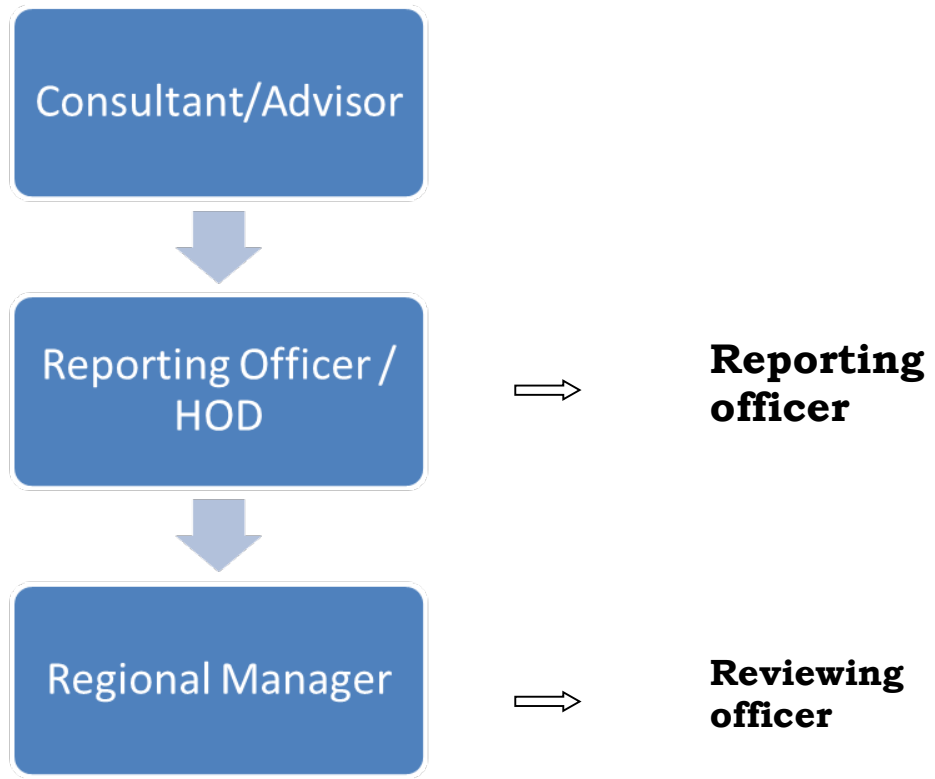
**Name & Signature**

**Drill for Monitoring/Evaluation of Consultant**

**1. CONSULTANT/ADVISOR AT WAREHOUSE/CFS/ICD/ICP**



**2. CONSULTANT/ADVISOR AT REGIONAL OFFICE**



**3. CONSULTANT/ADVISOR AT CORPORATE OFFICE**

