

 _____

(Name & address of the user-Department)

Ref No: _____

Dated: _____

To,

eCentric Solutions Pvt. Ltd.

605, 6th Floor, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi

Subject :- Monthly Service Performance Report for the month of _____ against NICSI Work
Order No: _____ Dated: _____ under the Project
No: _____

Sir/Madam,

In reference to aforesaid work-order issued by NICSI-New Delhi, the performance of the services provided by your firm during the period mentioned is as under:-

S.No	Details of the Services Provided	Qty	Service Period		Service Performance Details			
			From	To	S. No	Service ID No:	Gap in Service (in days)	Overall Performance Remarks (Satisfactory/ un-satisfactory)
1	Designation of employee (as per Work Order)	Quantity	Period From	Period To	1	Emp Code issued by eCentric	Leave if any	Satisfactory/ Un-satisfactory
		Quantity	Period From	Period To	2	Emp Code issued by eCentric	Leave if any	Satisfactory/ Un-satisfactory
		Quantity	Period From	Period To	3	Emp Code issued by eCentric	Leave if any	Satisfactory/ Un-satisfactory
2	Designation of employee (as per Work Order)	Quantity	Period From	Period To	1	Emp Code issued by eCentric	Leave if any	Satisfactory/ Un-satisfactory
		Quantity	Period From	Period To	2	Emp Code issued by eCentric	Leave if any	Satisfactory/ Un-satisfactory

If Quantity for one designation is 3 then it should be entered in three columns mentioning 1, 1 & 1.

Employee working period (mentioning dates) for the month of salary. For e.g. if any one has worked full month of Apr than it should be 01-Apr-16 to 30-Apr-16.

(Signature & Stamp)

Name: _____

Designation: _____

User's Name, Stamp & Signature