



## Quarterly Progress Report Format

Period: (DDMMYY to DDMMYY) Quarter number: "N/12" ("N" is the number of quarter from date of commencement of operation)

Name of the Unit				In Principal Approval Number			
Address of the BPO/ ITES Unit				In Principal Approval Date		DDMMYYYY	
				Master Service Agreement Number			
City :		Pin :		Master Service Agreement date		DDMMYYYY	
State :				<b>Date of Commencement of operations</b>		DDMMYYYY	
<b>Contact Person :</b>				<b>Area of operation/Description of Activity:</b>			
Tel	Fax	Email	Mobile	Total Investment in capital goods:		₹	

### I. Project being executed by the unit along with brief description as under:

S. No.	Name of the Client/Project	Project/Contract Duration	Brief description of Project

### II. Details of regular employees recruited/joined the unit after issuance of IPA:

S. No.	Name of employee	Designation	Female / Male	Differently Abled (Yes/No)	Support Staff (Yes/No)	Date of joining the Unit	Date of Relieve from the unit	AADHAAR Number	Provident Fund account number	Employee State Insurance (ESI) contribution	State Professional Tax
1.											
2.											

**III. Average Month-wise employment details by the Unit \***

Details of employment	Month (M1)	Month (M2)	Month (M3)
Female Employees			
Male employees			
Total Employees			
Differently Abled Employees			
Technical/Management Employees			
Support Employees			

**IV. Unit’s Revenue details for the Quarter N/12 (“N” is the number of quarter from date of commencement of operation)**

Quarter Number	N/12	Cumulative Revenue from Commencement of operation (N <sub>1</sub> + N <sub>2</sub> +.....N <sub>N</sub> )
Revenue (in Lakhs)	₹	₹

**\* Procedure to calculate Average Monthly Employment in the unit:** Assuming a unit setup for 100 seats BPO/ITES operations commenced from 1<sup>st</sup> day of the month. If the number of employees in the unit changed (Joined or relieved) at 2 instances (in this example it is 11<sup>th</sup> and 16<sup>th</sup> day of the month) then monthly average employment will be calculated as under:

Duration (D)	Number of employees (N)
1 <sup>st</sup> to 10 <sup>th</sup> day of the month (D1)	50 (N1)
11 <sup>th</sup> to 15 <sup>th</sup> day of the month (D2)	120 (N2) (70 employees joined on 11 <sup>th</sup> day of the month)
16 <sup>th</sup> to 31 <sup>st</sup> day of the month (D3)	225 (N3) (105 employees joined on 16 <sup>th</sup> day of the month)

D= Number of days, N= number of employees

Average Monthly Employment = (N1 X D1 + N2 X D2 + N3 X D3)/Total Number of days in a month

= (50 X 10 + 120 X 5 + 225 X 16)/31 = 151.6

Signature of Authorized Signatory: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Unit: \_\_\_\_\_

Date and Place: \_\_\_\_\_