

Quarterly Progress Report Format under North East BPO Promotion Scheme (NEBPS)

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 :				Date of Commencement of operations (DDMMYYYY)	
Contact Person :				Area of operation/Description of Activity:	
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 (Separate for each calendar month)

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



Ministry of Electronics and
Information Technology
Government of India

2.													
3.													
4.													

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 ₁ + N ₂ +.....N _N)
Revenue (in Lakhs)	▪	▪

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

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

$$= (50 \times 10 + 120 \times 5 + 225 \times 16)/31 = 151.6$$

Signature of Authorized Signatory: _____

Name in Block Letters: _____

Designation: _____

Name of the Applicant: _____

Unit: _____

Date and Place: _____