

कोल इण्डिया लिमिटेड
(भारत सरकार का उपक्रम)
COAL INDIA LIMITED
(A Govt. of India Enterprise)
कोल भवन "COAL BHAWAN"
Premise No. 04, MAR, Plot No. AF-III
Action Area-1A, Newtown, Rajarhat
KOLKATA-700156 (WB)



एक महारत्न कंपनी
A Maharatna Company

PERSONNEL DIVISION
POLICY CELL
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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/PMS/469

दिनांक: 13.08.2020

कार्यालय ज्ञापन

विषय: Amendments in Performance Management System manual

CIL Board in its 408th meeting held on 04.08.2020 approved the following amendments in the Performance Management System manual for implementation with immediate effect:

Sl. No.	Existing provisions	Amended provisions						
1	<p>Penalty in case of non-adherence of PMS process</p> <p>In case of non-adherence to timelines for submission of PRIDE, a penalty of 0.5 marks will be deducted against the overall rating to ensure process discipline.</p> <p>Additional penalty of deduction of weightage by 2 marks from the total weightage of KPIs/ tasks through global KPIs under Learning & Growth quadrant:</p> <table border="1"> <thead> <tr> <th>KPI</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>Timely completion of PMS cycle (from goal setting to half yearly review to final assessment) as per schedule for self.</td> <td>2 marks</td> </tr> <tr> <td>Timely completion of PMS cycle (from goal setting to half yearly review to final assessment) as per schedule for all subordinates.</td> <td>2 marks</td> </tr> </tbody> </table>	KPI	Weightage	Timely completion of PMS cycle (from goal setting to half yearly review to final assessment) as per schedule for self.	2 marks	Timely completion of PMS cycle (from goal setting to half yearly review to final assessment) as per schedule for all subordinates.	2 marks	<p>Penalty in case of non-adherence of PMS process</p> <p>In case of any non-adherence to timelines for submission of PRIDE, a penalty of 0.1 mark will be deducted against the overall rating to ensure process discipline.</p> <p>The penalty provision of Executives of E8 & above grade as RA/ Rev.A/ AA shall be dealt as per DPE guidelines.</p>
KPI	Weightage							
Timely completion of PMS cycle (from goal setting to half yearly review to final assessment) as per schedule for self.	2 marks							
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2	<p>New provision</p>	<p>Extension of timeline for goal setting of annual PRIDE</p> <p>During the entire period of goal setting of annual PRIDE, if an Executive is (i) Hospitalized or (ii) was in judicial custody</p>						

Sl. No.	Existing provisions	Amended provisions															
		<p>or (iii) on leave/ official tour and due to which, the extension of timeline becomes necessary for such Executives, the Director (Personnel) of the concerned Company may allow suitable extension of goal setting timeline for such Executives.</p>															
3	<p><i>New provision</i></p>	<p>Waiver of penalty</p> <p>The penalty imposed on an Executive in case of any non-adherence of timelines for submission of PRIDE can be waived off in the following situations:</p> <p>During the entire period of goal setting/ appraisal, if an Executive is</p> <ul style="list-style-type: none"> (i) hospitalized or (ii) was in judicial custody or (iii) on leave/ official tour <p>To avail this, the concerned Executive has to file an online appeal in the scheduled timeline mentioning the details of discharge summary issued by the concerned hospital/ bail papers/ joining reports/ leave sanction/ tour approvals, as the case may be.</p>															
4	<p>Timeline for Goal setting</p> <table border="1" data-bbox="316 1368 823 1554"> <thead> <tr> <th>Responsibility</th> <th>Timeline without penalty</th> <th>Timeline with penalty</th> </tr> </thead> <tbody> <tr> <td>Self/ RA</td> <td>1st April to 30th April</td> <td>1st May to 15th May</td> </tr> </tbody> </table>	Responsibility	Timeline without penalty	Timeline with penalty	Self/ RA	1 st April to 30 th April	1 st May to 15 th May	<p>Timeline for Goal setting</p> <table border="1" data-bbox="868 1368 1375 1630"> <thead> <tr> <th>Responsibility</th> <th>Timeline without penalty</th> <th>Timeline with penalty</th> </tr> </thead> <tbody> <tr> <td>Self</td> <td>1st April to 30th April</td> <td>1st May to 15th May</td> </tr> <tr> <td>RA</td> <td>By 25th May</td> <td>26th to 31st May</td> </tr> </tbody> </table>	Responsibility	Timeline without penalty	Timeline with penalty	Self	1 st April to 30 th April	1 st May to 15 th May	RA	By 25 th May	26 th to 31 st May
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5	<p><i>New provision</i></p>	<p>Mitigating the impact of zero score</p> <p>In the event of non-submission of self-appraisal by an Executive, the concerned RA will initiate the PRIDE form and rate the Executive for that particular period. On completion of the scheduled timeline, the initiated PRIDE form will be automatically moved to higher authorities</p>															

Sl. No.	Existing provisions	Amended provisions
		<p>for further appraisal alike normal PRIDE forms.</p> <p>However, an additional penalty of 0.1 mark i.e., total 0.2 marks will be imposed against the overall rating of the concerned Executive due to non-submission & non-adherence of timelines for self-appraisal.</p>

This is for information and compliance by all concerned.

नीला प्रसाद
13/8/2020

(नीला प्रसाद)

महाप्रबंधक (का./नीति)

ई-मेल के माध्यम से वितरण:

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM(P/EE), CIL
9. GM(ICT), CMPDIL
10. GM, NEC
11. CIL, NDLO
12. HoD, IICM
13. Dy.GM (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.