

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISES NO: 04, MAR, PLOT NO: AF-III
ACTION AREA-1A, NEW TOWN, RAJHARHAT
KOLKATA-700156 (WB)



महारात्न कंपनी

A Maharatna Company

(An ISO 9001:2015 & ISO 50001:2011 Certified Company)

PERSONNEL DIVISION

POLICY CELL

E-MAIL: policycell.cil@coalindia.in

TEL: 033-7110 4227

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

CIN:L23109WB1973GOI028844

Ref : CIL/C5A (PC)/PMS/2826

Date: 08.05.2018

OFFICE MEMORANDUM

Sub: Amendments in the Performance Management System

The CIL Board in its 360th meeting held on 10.03.2018 approved the following amendments in the Performance Management System:

Sl.	Existing provision	Amended provision
1.	Levels of Appraisal for PRIDE Two levels of appraisal as below: a) Reporting Authority b) Accepting Authority	Levels of Appraisal for PRIDE PRIDE will have three levels of Appraisal: Appraisal by Reporting Authority, Reviewing Authority & Accepting Authority as below: a. Reporting Authority: The Reporting Authority would be the same as that of the present system. b. Reviewing Authority: The Accepting Authority of the present system will be renamed as Reviewing Authority. c. Accepting Authority: i. For Executives upto E6 level, the Accepting Authority would be the concerned Functional Director/ CVO as the case may be. In case of Executives directly attached to CMD of the concerned Company, then the Accepting Authority would be the CMD of the concerned Company. ii. For executives of E7 grade, the Accepting Authority would be the CMD of the concerned company. Final Score: The Accepting Authority would be giving just the final score based on the ratings

given by the Self/ Reporting/ Reviewing Authority as in the case of PAR.

Online PMS: In online System, if the Accepting Authority doesn't give his final score within the stipulated time, then the score given by the Reviewing Authority would be considered as the Final Score.

Reporting hierarchy for E8

Executive	RA	Rev.A	AA
E8 (Sub) reporting to CMD	CMD, Sub	Chairman, CIL	Chairman, CIL
E8 (Sub) reporting to FD/ CVO	FD/ CVO	CMD, Sub	Chairman, CIL
E8 (Sub) reporting to E8	E8	FD/ CVO	CMD, Sub
E8 (CIL) reporting to Chairman, CIL	Chairman, CIL	Chairman, CIL	Chairman, CIL
E8 (CIL) reporting to FD/ CVO	FD/ CVO	Chairman, CIL	Chairman, CIL
E8 (CIL) reporting to E8	E8	FD/ CVO	Chairman, CIL

Note: 'Sub' means Subsidiary Company.

Reporting hierarchy for E8 & E8A

E8 A

Executive	RA	Rev.A	AA
E8 A (Sub) reporting to CMD	CMD, Sub	Chairman, CIL	Chairman, CIL
E8 A (Sub) reporting to FD/ CVO	FD/ CVO	CMD, Sub	Chairman, CIL
E8 A (CIL) reporting to Chairman, CIL	Chairman, CIL	Chairman, CIL	Chairman, CIL
E8 A (CIL) reporting to FD/ CVO	FD/ CVO	Chairman, CIL	Chairman, CIL

E8

Executive	RA	Rev.A	AA
E8 (Sub) reporting to CMD	CMD, Sub	CMD, Sub	CMD, Sub
E8 (Sub) reporting to FD/ CVO	FD/ CVO	CMD, Sub	CMD, Sub
E8 (Sub) reporting to E8 A/ E8	E8 A/ E8	FD/ CVO	CMD, Sub
E8 (CIL) reporting to Chairman, CIL	Chairman, CIL	Chairman, CIL	Chairman, CIL
E8 (CIL) reporting to FD/ CVO	FD/ CVO	Chairman, CIL	Chairman, CIL
E8 (CIL) reporting to E8 A/ E8	E8 A/ E8	FD/ CVO	Chairman, CIL

Note: 'Sub' means Subsidiary Company.

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2.	<p>Time limit for Annual Self-appraisal</p> <p>The time limit for annual self-appraisal is 20 days.</p>	<p>Time limit for Annual Self-appraisal</p> <p>The time limit for annual self-appraisal is enhanced to 30 days instead of 20 days.</p> <p>System generated Mail/ SMS alert is to be sent to Executives with a copy to concerned HoD with an advice to submit the PRIDE on time.</p>																								
3.	<p>New provision</p>	<p>Integrity Assessment</p> <p>The Integrity assessment as in the case of PAR to be implemented in PRIDE for ensuring probity and efficiency among executives.</p>																								
4.	<p>Computation of final score in cases of multiple PRIDE</p> <p>Average of all PRIDE ratings will be taken as final score for the year.</p> <p>Example:</p> <p>If an Executive is having 3 PMS forms with scores as under:</p> <table border="1" data-bbox="256 1041 793 1435"> <thead> <tr> <th>PMS Forms</th> <th>Period</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Form 1</td> <td>2 months</td> <td>4.00 <i>(Not to be considered as the period is less than 3 months)</i></td> </tr> <tr> <td>Form 2</td> <td>4 months</td> <td>3.00</td> </tr> <tr> <td>Form 3</td> <td>6 months</td> <td>4.50</td> </tr> </tbody> </table> <p>Then, the Final Score for the year is computed as $(3+4.5)/2 = 3.75$</p>	PMS Forms	Period	Score	Form 1	2 months	4.00 <i>(Not to be considered as the period is less than 3 months)</i>	Form 2	4 months	3.00	Form 3	6 months	4.50	<p>Computation of final score in cases of multiple PRIDE/ PAR</p> <p>Computation of final score in case of multiple PRIDE/ PAR forms would be on weighted average.</p> <p>If Accepting Authority is same for all the multiple PRIDE/ PAR forms, the Accepting Authority has to give a final score considering all such multiple forms.</p> <p>Example:</p> <p>If an Executive is having 3 PMS forms with scores as under:</p> <table border="1" data-bbox="818 1249 1356 1644"> <thead> <tr> <th>PMS Forms</th> <th>Period</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Form 1</td> <td>2 months</td> <td>4.00 <i>(Not to be considered as the period is less than 3 months)</i></td> </tr> <tr> <td>Form 2</td> <td>4 months</td> <td>3.00</td> </tr> <tr> <td>Form 3</td> <td>6 months</td> <td>4.50</td> </tr> </tbody> </table> <p>Then, the Final Score for the year is computed as $[(3*4)+(4.5*6)]/10 = 3.90$</p>	PMS Forms	Period	Score	Form 1	2 months	4.00 <i>(Not to be considered as the period is less than 3 months)</i>	Form 2	4 months	3.00	Form 3	6 months	4.50
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5.	<p>Scale of rating 5-point scale of rating-</p> <table border="1" data-bbox="268 443 778 734"> <thead> <tr> <th>Total final score</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>4.00 – above</td> <td>Outstanding</td> </tr> <tr> <td>3.00 – 3.99</td> <td>Very good</td> </tr> <tr> <td>2.00 – 2.99</td> <td>Good</td> </tr> <tr> <td>1.25 – 1.99</td> <td>Fair</td> </tr> <tr> <td>Below 1.25</td> <td>Poor</td> </tr> </tbody> </table>	Total final score	Rating	4.00 – above	Outstanding	3.00 – 3.99	Very good	2.00 – 2.99	Good	1.25 – 1.99	Fair	Below 1.25	Poor	<p>Scale of rating 5-point scale of rating-</p> <table border="1" data-bbox="826 443 1401 734"> <thead> <tr> <th>Total final score</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>1.00 – 1.50</td> <td>Outstanding</td> </tr> <tr> <td>1.51 – 2.50</td> <td>Very good</td> </tr> <tr> <td>2.51 – 3.50</td> <td>Good</td> </tr> <tr> <td>3.51 – 4.50</td> <td>Fair</td> </tr> <tr> <td>4.51 – 5.00</td> <td>Poor</td> </tr> </tbody> </table>	Total final score	Rating	1.00 – 1.50	Outstanding	1.51 – 2.50	Very good	2.51 – 3.50	Good	3.51 – 4.50	Fair	4.51 – 5.00	Poor
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6.	<p>New provision</p>	<p>Target for Special Achievement The Executive should be assigned some broad areas of department’s work which he/ she should improve substantially during the year beyond his routine KPIs. It should be done in mutual discussion between the concerned Executive & his RA. Achievement against such assignment should be appraised as Special Achievement.</p>																								
7.	<p>Appeal disposal Appeal applicable only for executives with ‘Poor’ rating. Functional Directors of concerned Company for Executives upto E6 level and Functional Directors of CIL for Executives of E7 level. The “Poor” rated score cannot be raised beyond “Good” by the Committee.</p>	<p>Appeal disposal for below Board Level Executives Executive shall be given an opportunity to make a representation, if any, against entries and final grading given in the report within a period of 15 days from the date of publication of PRIDE/ PAR online. While communicating the entries, it shall be made clear in case no representation received within 15 days, it shall be deemed that he/ she has no representation to make and the PRIDE/ PAR rating will be treated as final. The representation shall be restricted to specific, factual observations contained in the report on the assessments of achievements against targets, personal attributes, functional competencies and integrity. The Competent Authority may consider the representation, if necessary, in consultation with the Reporting and/or Reviewing Officer and shall decide the matter objectively based on the material placed before him within a period of 45 days from the date of receipt of representation. The Competent Authority after due consideration, may reject the representation or may accept and modify the PRIDE/ PAR ratings accordingly.</p>																								

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		<p>The decision of the Competent Authority and the final grading shall be communicated to the officer reported upon within 15 days of receipt of the Competent Authority.</p> <p>The Competent Authority for the purpose shall be FDs of concerned Company in case of Executives upto E6 level and FDs of CIL in case of Executives for E7, E8 & E8A level.</p> <p>The "Poor" rated score cannot be raised beyond "Good" by the Committee.</p>
8.	New provision	<p>Recording achievements against Superordinate Goals of PRIDE</p> <p>The achievements against the Superordinate goals in the case of PRIDE forms shall be recorded uniformly by the concerned Company/ Area Nodal Officers at the time of Annual Appraisal.</p>
9.	New provision	<p>Annual Health Check-up</p> <p>The Annual Health Check-up as in the case of PAR to be implemented in PRIDE.</p>

The above amendments shall come into force with immediate effect. This is for information and compliance by all concerned.


(PVKRM Rao)

General Manager (P/Rect/ PC)

Distribution:

1. D (P&IR)/ D (F)/ D (T)/ D (M), CIL
2. CMD, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
3. CVO, CIL
4. Functional Directors, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
5. CVO, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
6. GM/IS to Chairman, CIL
7. GM/ HoD (P/EE), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
8. GM/ HoD (Finance), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
9. Company Secretary, CIL – in reference to your letter no. CIL/ XI(D)/ 04112/ 2018/ 20738 dated 23.04.2018.
10. GM, New Delhi Office
11. GM/ HoD (IICM)
12. GM, NEC
13. GM (ICT), CMPDIL – with a request to make necessary changes in the online PMS Module of HRIS.
14. GM (System), CIL – with a request to please upload the same in CIL website for information of all Executives.
15. Master File