

Quadrant	Key Performance Indicator	KPI Definition	Formula
FINANCIAL	Financial Valuation of mining asset	Measures the timely completion of financial valuation of asset post completion of technical evaluation Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of financial valuation completed as per agreed timelines /No of proposals approved for processing*100
FINANCIAL	Timely processing of consultants invoice	Measures the timely processing of consultants bills Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of bills scrutinised and forwarded to Finance Department for final clearance within 15 days of receipt of bills/No of bills received from vendor which are complete in all aspects*100
Customer	Timely verification of work completion	Measures the reduction in cycle time of verification of work completion to enable timely payment to external agencies/vendors (as per manual guidelines) Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 90 %-99% 3-If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	Number of timely verifications of work completion done/Number of verifications required to be done*100
Customer	Award of work	Measures the number of works awarded against the number of works for which tender was floated Following rating scale to be adhered for rating : 5 - If percentage is 100% 4 – If percentage is between 90% - 99% 3 – If percentage is between 80% - 89% 2 – If percentage is between 60% - 79% 1 – If percentage is less than 60%	Number of works awarded/Number of works for which tender was floated*100
Customer	Quarterly/Annually Submission of MIS Report	Measures the percentage of deviation in submission of statutory reports Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 98%-99% 3-If percentage is between 96%-97% 2- If percentage is between 91%-95% 1- If percentage is less than 90%	No of statutory report actually submitted on time/No of statutory report required to be submitted*100
Customer	Timely reply to parliament questions / RTI	Measures the number of parliament questions/RTI replied in time relative to total number of parliament questions/RTI replied. Following scale to be adhered to for rating: 5 - If percentage is 100% 4 – If percentage is between 90% - 99% 3 – If percentage is between 80% - 89% 2 – If percentage is between 60% - 79% 1 – If percentage is less than 60%	Number of parliament questions/RTI replied in time / Total number of parliament questions/RTI replied * 100

Process	Technical Valuation of mining asset	Measures the completion of technical valuation of asset taking into consideration the IRR post completion of technical evaluation Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of technical valuation completed /No of proposals approved for processing*100
Process	Proposal Examination Index (1st level scrutiny)	Measures whether the proposal has been examined within the stipulated timeframe (i.e 15 days) Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of proposals examined within working 15 days of receipt /Total number of proposals received for examination*100
Process	Timely selection of consultants for non binding offer	Measures whether the various consultants(i. Technical & Merchant banker) have been timely appointed by the company (post receipt of approval from FD for appointment of consultants) Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of cases of timely appointment of consultant post receipt of approval from Tender Committee Recommendation/No of cases due for appointment of consultant *100
Process	Timely selection of consultants for binding offer	Measures whether the various consultants(i. Legal,tax & accounting) have been timely appointed by the company Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of cases of timely appointment of consultant post receipt of approval from Tender Committee Recommendation/No of cases due for appointment of consultant *100
Process	Timely submission of bid (in cases of proposals brought by MB for competitive bidding) post receipt of approval from competent authority	Measures whether the bid has been timely submitted post receipt of approval from competent authority Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of bid documents submitted on time/Total no of bid documents required to be submitted*100

Process	Adherence to legal formalities	Measures the adherence to legal compliances post winning a bid Following rating scale to be adhered for rating : 5-If the number of violations of legal compliance is 0 4-If the number of violations of legal compliance is less than 3 3-If the number of violations of legal compliance is less than 6 2-If the number of violations of legal compliance is less than 9 2-If the number of violations of legal compliance is more than 9	Number of violations
Process	Decision support to ICVL	Measures whether there is timely examination and comment preparation on Board notes Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	Number of Board notes actually submitted on time/Number of Board notes required to be submitted *100
Process	Geological Report including preparing the scope of work related to geology of the coal asset	Measures the timely preparation of detailed geological report post granting access to Geological database Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of geological report prepared on time/No of geological report required to be prepared *100
Process	Audit Paragraph rate	A measure that highlights the degree to which documentation and process execution is in sync with the standard operating procedures of the company. Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 90 %-99% 3-If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	Actual number of audit paragraphs dropped / Actual number of audit paragraphs raised * 100
Process	Empanellment of consultants	Measures whether there is empanellment of consultants on annual basis as per the agreed plan Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	Actual number of consultants empanelled/Target number of consultants to be empanelled*100
Process	Implementation of Audit Committee Recommendations	Measures the number of recommendations actually implemented Following rating scale to be adhered : 5-100% achievement 4-Between 80%-99% achievement 3-Between 60%-79% achievement 2-Between 40%-59% achievement 1-Below 40% achievement	No of audit recommendations actually implemented/No of audit recommendations planned to be implemented*100

Process	Achieving MoU score	Measures the timely completion of MoU related projects 5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(no. of MoU projects completed in time/ total no. of MoU projects) * 100
Process	Achieving MoU score	Measures the MoU score achieved for the MoU related activities assigned to the executive 5- If achieved Excellent score for target 4- If achieved Very good score for target 3- If achieved Good score for target 2- If achieved Fair score for target 1- If achieved Poor score for target	As per rating scale
Process	New initiative	Measures the percentage of work completion on new initiatives planned in a year 5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	Percentage equivalent of work completed
Process	Initiatives for system improvement	Measures the percentage of system improvement work completed against the planned activities in a year 5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	Percentage equivalent of work completed
Process	Quality Management System	Measures the percentage of work completed for Quality Management System against the planned activities in a year 5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	Percentage equivalent of work completed
Learning & Growth	ERP implementation	Measures the percentage of work completed for ERP implementation against the planned activities in a year 5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	Percentage equivalent of work completed
Learning & Growth	Updation of employee skill	Measures the percentage of employees sent for training against the number of request for nomination received for training. Following rating scale to be adhered for rating : 5 - If percentage is 100% 4 – If percentage is between 90% - 99% 3 – If percentage is between 80% - 89% 2 – If percentage is between 60% - 79% 1 – If percentage is less than 60%	Number of employees released for trainings by the HOD / Total number of employees nominated for trainings by HRD * 100

Learning & Growth	Knowledge sharing initiatives	Measures whether there are formal forums to engage in knowledge sharing initiatives Following rating scale to be adhered : 5-100% achievement 4-Between 75%-99% achievement 3-Between 50%-74% achievement 2-Between 25%-49% achievement 1-Below 25% achievement	No of meetings actually held/4*100
Learning & Growth	Process Improvement	Measures the timely computerisation of geological model related to the coal assets, thereby estimating the reserve and resource and quality of coal Following rating scale to be adhered : 5-If the report is submitted within schedule time 4-If the report is submitted within lapse of 7 days of schedule time 3-If the report is submitted within lapse of 14 days of schedule time 2-If the report is submitted within lapse of 21 days of schedule time 1-If the report is submitted post lapse of 21 days of schedule time	Delay in days
Learning & Growth	No. of trainings conducted on new concepts	Measures the no. of training conducted for employees of the department on new concepts against the no. of programmes planned.  5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(no. of trainings conducted/ total no. of programmes planned) * 100
Learning & Growth	No. of employees trained on new concepts	Measures the no. of employees covered under training conducted on new concepts against the no. of employees planned to be covered.  5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(no. of employees covered/ total no. of employees planned to be covered) * 100
Learning & Growth	Mentoring	Measures the no. of executives (mentees) covered under mentoring process against the target.  5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(no. of mentees covered/ total no. of target mentees) * 100

Learning & Growth	Mentoring	Measures the no. of executives (mentees) guided under mentoring scheme in a year.  For guiding 5 mentees– 5 For guiding 4 mentees– 4 For guiding 3 mentees– 3 For guiding 2 mentees– 2 For guiding 1 mentees– 1	Total no. of mentees guided successfully in a year
Learning & Growth	Training hours	Measures the no. of under-reports (sub-ordinates) completed the planned hours of training in a year against the total no. of under-reports  5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(no. of under-reports completed the planned training hours/ total no. of under-reports) * 100
Learning & Growth	Internal Trainer Certification (ITC) <i>(The department should encourage developing a pool of internal trainers for the discipline for training programmes at MDIs, IICM etc.)</i>	Measures the no. of under-reports who have obtained ITC in a year against the total no. of under-reports  5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(no. of under-reports obtained ITC/ total no. of under-reports) * 100
Learning & Growth	Quality Circle (QC) <i>(Department is expected to form Quality Circles for process/ cost improvement and undertake QC projects on relevant themes. A QC project should be completed within 6 months)</i>	Measures the no. of quality circle projects completed in a year against the planned no. of QC projects  5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(No. of QC projects completed/ total no. QC projects planned) * 100
Learning & Growth	Quality Circle (QC)	Measures the no. of quality circle projects implemented in a year against the no. of QC projects completed.  5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(No. of QC projects implemented/ total no. QC projects completed) * 100

Learning & Growth	Developing best practices( <i>Department is expected to undertake continuous process improvement projects for improving efficiency, saving cost, reducing wastage &amp; loss etc. A 'Process Improvement' will be judged as Best practice in the company through a mechanism of Best practice competition to be organized at company level</i> )	Measures the no. of processes developed/ improved as best practices.  If atleast 1 process is improved as best practice and implemented - 5 If atleast 1 process is improved as best practice- 4 If atleast 2 processes significantly improved - 3 If atleast 1 process is significantly improved - 2 If atleast 1 process is improved marginally - 1	No. of processes developed/ improved as best practices.
Learning & Growth	Organizing conferences/ seminars/ workshops/ evening lectures	Measures the no. of learning programs organized on relevant themes of the discipline for knowledge/ skill updation  If the no. of programs organized is 4 or more- 5 If the no. of programs organized is 3 - 4 If the no. of programs organized is 2 - 3 If the no. of programs organized is 1 - 2	No. of learning programs organized on relevant themes of the discipline for knowledge/ skill updation
Learning & Growth	Acredition	Measures the percentage of work completed for certification/ acredition against the activities planned for the phase. 5- If percentage is 100% 4- If percentage is between 90 %-99% 3- If percentage is between 80%-89% 2- If percentage is between 60%-79% 1- If percentage is less than 60%	(Number of initiatives implemented/ Total no. of initiatives planned) * 100