

Quadrant	Key Performance Indicator	KPI Definition	Formula
FINANCIAL	RE Utilisation% (RE-Revised Estimate)	Measures the actual utilisation against the provision made headwise 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 amount of RE budget utilised/Total amount of RE allotted in the budget * 100 (Refer to rating scale for final rating)
FINANCIAL	Accuracy in determining production targets from ongoing projects	Measures the accuracy in determining the production targets from ongoing projects as per MOU targets Following rating scale to be adhered for rating : 5- If percentage is 100% or above 4- If percentage is between 80%-99% 3-If percentage is between 60%-79% 2- If percentage is between 50%-59% 1- If percentage is less than 50%	Actual amount of production from ongoing projects/Target Amount of production from ongoing projects*100
FINANCIAL	Utilisation of R & D Budget	Measures the actual amount of expenditure of R & D Budget 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 amount of expenditure/Allotted budget of expenditure*100
FINANCIAL	Reappropriation of budget	Measures timely preparation of proposal for sanction of reappropriation of budget to the appropriate body (Within 30 days of receipt of proposal) Following scale to be adhered for rating: 5-If proposal is prepared within schedule date 4-If proposal is prepared within 15 days of lapse of schedule date 3-If proposal is appointed within 30 days of lapse of schedule date 2-If proposal is appointed within 60 days of lapse of schedule date 1-If proposal is appointed beyond 60 days of lapse of schedule date	As per rating scale
FINANCIAL	Explosive Cost per tonne	Measures the actual explosive cost per tonne against target explosive cost (Note : This KPI is applicable only in BCCL) Following rating scale to be adhered for rating : 5- If percentage is 100% or above 4- If percentage is between 80%-99% 3-If percentage is between 60%-79% 2- If percentage is between 50%-59% 1- If percentage is less than 50%	Actual explosive cost per tonne/Budgeted explosive cost per tonne *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 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
Customer	Preparation of schedule reports to be submitted to CIL/MoC/Subsidaury/Planning Commission/DPE	Measures the timely completion and submission of schedule reports to CIL/MoC/Subsidaury/Planning Commission/DPE Following rating scale to be adhered : 5-100% and above achievement 4-Between 86%-99% achievement 3-Between 76%-85% achievement 2-Between 61%-75% achievement 1-Below 60% achievement	Number of reports submitted on time/No of reports required to be submitted*100
Customer	Scrutiny and Budget provisioning of Capital indents	Measures the number of indents scrutinised on parameters of budget,Project report specifications etc against number of indents received 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 proposals(or indent) scrutinised/Number of proposals (or indent) received*100
Customer	Coordination with CMPDI	Mesaures the number of reports required to be prepared by CMPDI has been received on time 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 reports submitted on time by CMPDI/No of reports required to be submitted by CMPDI*100
Customer	Timely submission of PR to the appropriate authority	Measures the timely submission of PR to the appropriate authority (Timelines: Within 60 days of receipt of final PR from CMPDI) 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 reports submitted/No of reports required to be submitted*100

Process	Timely preparation and submission of draft Annual plan to CIL/ MoC	Measures the timely preparation and submission of annual planning of next year's wrt production, dispatch and capital outlay etc- (Schedule Timeframe-within September of the current year for the next year) Following scale to be adhered for rating: 5-If Annual Plan is submitted within schedule date 4-If Annual Plan is submitted within 15 days of lapse of schedule date 3-If Annual Plan is submitted within 30 days of lapse of schedule date 2-If Annual Plan is submitted within 60 days of lapse of schedule date 1-If Annual Plan is submitted beyond 60 days of lapse of schedule date	As per rating scale
Process	Timely preparation and submission of Capital budget and activity plan to Company Board	Measures the timely preparation and submission of capital budget and activity plan(Schedule Timeframe-within July of the current year) Following scale to be adhered for rating: 5-If Capital Budget is submitted within schedule date 4-If Capital Budget is submitted within 15 days of lapse of schedule date 3-If Capital Budget is submitted within 30 days of lapse of schedule date 2-If Capital Budget is submitted within 60 days of lapse of schedule date 1-If Capital Budget is submitted beyond 60 days of lapse of schedule date	As per rating scale
Process	Timely preparation and submission of Annual Action plan to CIL/ MoC	Measures the timely preparation and submission of Annual Action plan (Schedule Timeframe- within January of the current year for next financial year) Following scale to be adhered for rating: 5-If Annual Action Plan is submitted within schedule date 4-If Annual Action Plan is submitted within 15 days of lapse of schedule date 3-If Annual Action Plan is submitted within 30 days of lapse of schedule date 2-If Annual Action Plan is submitted within 60 days of lapse of schedule date 1-If Annual Action Plan is submitted beyond 60 days of lapse of schedule date	As per rating scale

Process	Timely preparation of MoU	Measures the timely preparation and finalisation of MoU(Schedule Timeframe- Draft submission within Nov of the current year for the next year) Following scale to be adhered for rating: 5-If draft MoU is submitted within schedule date 4-If draft MoU is submitted within 15 days of lapse of schedule date 3-If draft MoU is submitted within 30 days of lapse of schedule date 2-If draft MoU is submitted within 60 days of lapse of schedule date 1-If draft MoU is submitted beyond 60 days of lapse of schedule date	As per rating scale
Process	Quarterly evaluation against MoU parameters	Measures timely submission to DPE (Post completion of one month of the previous quarter) Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 75%-99% 3-If percentage is 50%-74% 2- If percentage is 49%- 25% 1- If percentage is less than 25%	No of reports circulated/4*100
Process	Status on captives block	Measures the timely appraisal to MoC on status of captive block 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 reports actually sent/No of reports to be sent*100
Process	R & D Initiatives	Measures the actual number of initiatives taken under R & D area against the 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 no of initiatives taken/Planned no of initiatives to be taken*100
Process	Quarterly Meeting for update on project status with various functional heads (due to varied reasons-Environment Clearance, Forest Clearance, Land Acquisitions)	Measures the timely submission of project delay analysis report Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 75%-99% 3-If percentage is 50%-74% 2- If percentage is 49%- 25% 1- If percentage is less than 25%	No of report submitted of quarterly meeting/4*100

Process	Technical Sub Committee Meeting Report	Measures the timely submission of Sub Committee Meeting Report Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 75%-99% 3-If percentage is 50%-74% 2- If percentage is 49%- 25% 1- If percentage is less than 25%	No of reports actually submitted within agreed timelines/No of reports required to be submitted*100
Process	Timely completion of ongoing project	Measures the timely completion of the ongoing project as per PR schedule post receipt of post physical possession of land and finalisation of tender for plant and machinery Following scale to be adhered for rating: 5-If ongoing project is completed on time 4-If ongoing project is delayed by 1 year 3-If ongoing project is delayed by 2 year 2-If ongoing project is delayed by 3 year 1-If ongoing project is delayed by more than 3 years	As per rating scale
Process	Additional Capacity Building	Measures the variance between actual production capacity and target production capacity Following scale to be adhered for rating: 5-If ongoing project is completed on time 4-If ongoing project is delayed by 1 year 3-If ongoing project is delayed by 2 year 2-If ongoing project is delayed by 3 year 1-If ongoing project is delayed by more than 3 years	Actual capacity building /Target capacity building *100
Process	Future Project Planning	Measures the timely completion of the long term plan to Subsidiary HQ/CIL HQ (Timelines : Within September of the currency year) Following scale to be adhered for rating: 5-If report is submitted within schedule date 4-If report is submitted within 30 days of lapse of schedule date 3-If report is submitted within 60 days of lapse of schedule date 2-If report is submitted within 90 days of lapse of schedule date 1-If report is submitted beyond 90 days of lapse of schedule date	As per rating scale
Process	Milestone Achievement %	Measures the number of mine development activities completed within the year against number of mine development activities planned to be completed within the year as per Annual Action 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 mine development activities completed within the year /Target number of mine development activities planned to be completed within the year as per Annual Action Plan*100

Process	Availability of Explosive	Measures the number of instance of stoppage of work due to non availability of explosive (This KPI is applicable only in subsidiaries where Project & Planning Department is responsible for explosive) Following scale to be adhered for rating: 5-If "0" instance of work stoppage due to non availability of explosive 4-If less than "3" instances of work stoppage due to non availability of explosive 3-If less than "5" instances of work stoppage due to non availability of explosive 2-If less than "7" instances of work stoppage due to non availability of explosive 1-If more than "7" instances of work stoppage due to non availability of explosive	As per rating scale
Process	Explosive Magazine- License	Measures the timely updation of licenses (This KPI is applicable only in subsidiaries where Project & Planning Department is responsible for explosive) 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 licenses renewed before expiry of previous license/Total number of licenses to be renewed*100
Process	Explosive Magazine- Compliance to violations	Measures the timely compliance to violations (This KPI is applicable only in subsidiaries where Project & Planning Department is responsible for explosive) 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 violations complied during the year/No of violations identified to be complied during the year*100
Process	Avg time between receipt of proposal and submission to Board	Measures the timely completion of review of proposal and submission to Board (Benchmark- Within 15 working days of receipt of proposal) 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 instances of timely completion of review of proposal and submission to Board/No of proposal received for review*100

Process	Adherence to monthly review schedule with Director (Project and Planning) & key project personnel	Measures the ensurance of the timely monthly review schedule with Director (Project and Planning) & key project personnel Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 95%-99% 3-If percentage is between 91%-94% 2- If percentage is between 81%-90% 1- If percentage is less than 80%	Actual number of monthly review /12*100
Process	Adherence to quarterly review schedule with CMD, Director (Project and Planning) & key project personnel	Measures the ensurance of the quarterly review schedule with Director (Project and Planning) & key project personnel Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 75%-99% 3-If percentage is 50%-74% 2- If percentage is 49%- 25% 1- If percentage is less than 25%	Actual number of quarterly review schedule/4*101
Process	Procurement of HEMM equipments as per PR	Measures the extent to which the process for initiating procurement has been initiated as per Project Report (Note : Applicable only in subsidiaries where the responsibility of HEMM procurement is with Project & Planning Department) 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 indents raised/Total number of indents to be raised as per Project Report*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	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 sent for training/Number of request for nomination received for training*100

Learning & Growth	Field Vists	Measures percentage of actual number of field visits made as compared to estimated number of field visits to be made during the period 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%	No of field visits actually made and report submitted/No of field visits required to be made *100
Learning & Growth	Participation in conferences/seminars	Measures the number of events attended by Department against the target Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 75%-99% 3-If percentage is 50%-74% 2- If percentage is 49%- 25% 1- If percentage is less than 25%	No of events against target/No of events against target*100
Learning & Growth	Mandays of training undergone by each individual	Measures the number of mandays spent on training by each individual relative to the nominated mandays to be spent on 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%	Actual mandays spent on training/Total mandays nominated for training*100
Learning & Growth	Coordination Meeting	Measures the number of coordination meeting actually held against the required meeting Following rating scale to be adhered for rating : 5- If percentage is 100% 4- If percentage is between 75%-99% 3-If percentage is 50%-74% 2- If percentage is 49%- 25% 1- If percentage is less than 25%	Actual number of structured meeting/Number of meetings required to be held*100
Learning & Growth	Employee Satisfaction Index	Measures the employee engagement in their work activities and responsibilities in terms of enthusiasm and commitments 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 giving a rating of 4 or 5 on a 5 point scale instrument/Total survey population*100

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 (subordinates) 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 & 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
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