

Quadrant	Key Performance Indicator	KPI Definition	Formula
Customer	Cycle time study for rate fixation	<p>Measures the actual time which has been spent on study of rate fixation vis a vis the time allotted for the same.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	$\frac{\text{Actual time taken for study (in days)}}{\text{Targeted time allotted for study (in days)}} * 100$
Customer	Grievances against Performance incentive scheme	<p>Measures the total number of employees who gave grievances for the performance incentive scheme implemented. Following scale to be adhered to for rating:</p> <p>5- if the % of employees giving grievances is zero</p> <p>4- if the % of employees giving grievances is between 1 to 5%</p> <p>3- if the % of employees giving grievances is between 6 to 10%</p> <p>2- if the % of employees giving grievances is between 11 to 15%</p> <p>1- if the % of employees giving grievances is more than 15%.</p>	<p>No. of employees giving grievances against performance incentive scheme</p>

Customer	Study for fixing-up need based requirement of no. of light vehicles & School buses	<p>Measures the actual time which has been spent on study of fixation of the need based requirement of vehicles and buses vis a vis the time allotted for the same.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100
Customer	Study to improve the performance of OC equipments	<p>Measures the actual time which has been spent on study of the performance of OC equipments vis a vis the time allotted for the same.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100

Customer	Study to improve the performance of UG equipments	<p>Measures the actual time which has been spent on study of the performance of UG equipments vis a vis the time allotted for the same.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100
Customer	System capacity improvement study for Shovel-dumper combination	<p>Measures the actual time which has been spent on study of the performance of OC equipments vis a vis the time allotted for the same.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100

Customer	Timely formulation and implementation of Productivity Improvement scheme for all UG,OC mines & Washeries	Measures the timeliness and efficiency with which productivity improvement scheme is introduced. Following scale to be adhered to for rating: 5- if implemented before time 4- if implemented on time 3- if delayed by 5% of the days from the deadline 2- if delayed by 10% of the days from the deadline 1- if delayed by 15% of the days from the deadline	Delay measured in days
Customer	Timely reply of Parliament/RTI Queries	Measures the number of RTIs which have been replied on time relative to total number of RTIs which have been replied. Following scale to be adhered to for rating: 5- if the number of Parliament/RTI Queries replied within time is 100% 4- if the number of Parliament/RTI Queries replied on time is between 98%-99% of the total queries received 3- if the number of Parliament/RTI Queries replied on time is between 96%-97% of the total queries received 2- if the number of Parliament/RTI Queries replied on time is between 91%-95% of the total queries received 1- if the number of Parliament/RTI Queries replied on time is less than 90% of the total queries received	Number of Parliament/RTI Queries replied on time / Total number of Parliament/RTI Queries replied *100
Financial	Fixation & allocation of explosive consumption budget	Measures the timeliness with which explosive consumption budget is being fixed and allocated. Following scale to be adhered to for rating: 5- On or before time 4- if delayed by a week 3- if delayed by 2 weeks 2- if delayed by 3 weeks 1- If never submitted or if delayed by 4 weeks or more	Delay measured in days

Financial	Loss Variance per tonne	Measures the percentage variance in the actual loss amount per tonne and the budgeted loss amount per tonne. 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	a. Budgeted loss per tonne - actual loss per tonne / Budgeted loss per tonne * 100 b. i. If the answer of above is positive, then add 100 to the answer to get achievement % If the answer of above is negative, then subtract 100 to the answer to get achievement %
Financial	Production Mandays loss due to IR challenges	Measures the total number of productive Mandays lost because of IR challenges. Following scale to be adhered to for rating: 5- if the number of Mandays lost is zero 4- if the number of Mandays lost is less than previous year's 3- if the number of Mandays lost is equal to previous year's 2- if the number of Mandays lost is more than previous year's 1- if the number of Mandays lost is double than previous year's. Note: if previous year's loss is 0 and current year's loss is also 0, then only scale 5 would be applicable	Number of Mandays lost due to IR challenges in current year
Financial	Profit variance per tonne	Measures the percentage variance in the actual profit amount per tonne and the budgeted profit amount per tonne. 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	Actual profit per tonne / Budgeted profit per tonne * 100

Financial	Study to control POL consumption in light motor vehicle (Subsidiary)	<p>Measures the quantum of savings generated for the organisation by monitoring the POL consumption by completing the study in a timely manner.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100
Financial	Study to control POL consumption in subsidiary Opencast equipments (HEMM)	<p>Measures the quantum of savings generated for the organisation by monitoring the POL consumption by completing the study in a timely manner.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100

Financial	Timely completion of route lead transportation measurement study	Measures the timely completion of study with regards to route lead transportation. Following scale to be adhered to for rating: 5- if the number of times study was conducted in less or equal time allotted for the study is 96 to 100% 4- if the number of times study was conducted in less or equal time allotted for the study is 91 to 95% 3- if the number of times study was conducted in less or equal time allotted for the study is 86 to 90% 2- if the number of times study was conducted in less or equal time allotted for the study is 81 to 85% 1- if the number of times study was conducted in less or equal time allotted for the study is 80% or less	Number of studies completed with in time / Total number of studies to be completed * 100
Financial	Variable Cost Index	Measures the difference between the standard variable overheads absorbed in production and the actual variable overheads incurred. Note: Variable cost includes overtime, Sunday deployment, explosives, power and POL	Budgeted variable cost / Actual variable cost * 100
Learning & Growth	% of mines whose productivity levels increase vis a vis previous year's benchmarks	Measures the percentage of mines in which the productivity levels increase in current year relative to the production in previous year. Following scale to be adhered to for rating: 5- if the % of mines whose productivity increased as compared to last year is 100% 4- if the % of mines whose productivity increased as compared to last year is between 90 to 99% 3- if the % of mines whose productivity increased as compared to last year is between 80 to 89% 2- if the % of mines whose productivity increased as compared to last year is between 70 to 79% 1- if the % of mines whose productivity increased as compared to last year is below 70%.	Actual number of mines wherein productivity improved during the current year vis a vis previous year / Total number of mines * 100

Learning & Growth	Employee Satisfaction index	Measures the employees' engagement in their work activities and responsibilities in terms of enthusiasm and commitment. 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%	No. of employees giving a rating of 4 or 5 on a 5 point scale instrument / Total survey population * 100
Learning & Growth	Formulation& Implementation of Knowledge Management	Measures the degree to which the Knowledge management is carried out as per the agreed milestone . 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%	No. of milestones achieved / No. of milestones assigned * 100
Learning & Growth	Formulation& Implementation of Strategic Management	Measures the degree to which realistic assessment of available resources for carrying out the work is carried out as per the agreed milestone. 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%	No. of milestones achieved / No. of milestones assigned * 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 98%-99% 3-If percentage is between 96%-97% 2- If percentage is between 91%-95% 1- If percentage is less than 90%	Actual Mandays spent on training/Total Mandays nominated for training*100

Learning & Growth	Timely assessment & submission of Manpower Forecasting Results	Measures the timeliness with which Manpower Forecasting Results is prepared and submitted in time. (Note : The delay is measured in terms of weeks). Following scale to be adhered to for rating: 5- On or before time 4- if delayed by a week 3- if delayed by 2 weeks 2- if delayed by 3 weeks 1- if delayed by more than 4 weeks	Delay measured in weeks
Learning & Growth	Timely preparation & submission of Annual Action Plan	Measures the timeliness with which Annual Action Plan is prepared and submitted in time. (Note : The delay is measured in terms of weeks). Following scale to be adhered to for rating: 5- On or before time 4- if delayed by a week 3- if delayed by 2 weeks 2- if delayed by 3 weeks 1- if delayed by more than 4 weeks	Delay measured in weeks
Learning & Growth	Timely preparation & submission of MOU	Measures the timeliness with which MOU is prepared and submitted in time. (Note : The delay is measured in terms of weeks). Following scale to be adhered to for rating: 5- On or before time 4- if delayed by a week 3- if delayed by 2 weeks 2- if delayed by 3 weeks 1- if delayed by more than 4 weeks	Delay measured in weeks
Learning & Growth	Updation of employee skill	Measures the percentage of achieved training Mandays out of the total planned training Mandays. 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 employees released for trainings by the HOD / Total number of employees nominated for trainings by HRD * 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 (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 & 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
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

Process	% mines with extraordinary OT expenses	<p>Measures the percentage of mines in which the total overtime expenditure exceeds 10% of the total manpower cost. Following scale to be adhered to for rating:</p> <p>5- if the % of mines operating above benchmark level is 100%</p> <p>4- if the % of mines operating above benchmark level is between 90 to 99%</p> <p>3- if the % of mines operating above benchmark level is between 80 to 89%</p> <p>2- if the % of mines operating above benchmark level is between 70 to 79%</p> <p>1- if the % of mines operating above benchmark level is below 70%.</p>	Actual number of mines operating above benchmark level of OT / Total number of mines * 100
Process	% of mines with OMS below benchmark level	<p>Measures the percentage of mines in which the total manpower productivity is below the benchmark level. Following scale to be adhered to for rating:</p> <p>5- if the % of mines operating as per benchmark level is 100%,</p> <p>4- if the % of mines operating as per benchmark level is between 90 to 99%</p> <p>3- if the % of mines operating as per benchmark level is between 80 to 89%</p> <p>2- if the % of mines operating as per benchmark level is between 70 to 79%</p> <p>1- if the % of mines operating as per benchmark level is below 70%.</p>	Actual number of mines operating as per benchmark level of OMS / Total number of mines * 100

Process	% Performance appraisal completed on time	<p>Measures the proportion of employee performance appraisals completed as scheduled (at the end of the year) from the total appraisals due.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the number of employees who have been appraised by due date is 100%</p> <p>4- if the number of employees who have been appraised by due date is between 95 to 99% of the total target population of the eligible employees</p> <p>3- if the number of employees who have been appraised by due date is between 91 to 94% of the total target population of the eligible employees</p> <p>2- if the number of employees who have been appraised by due date is between 81 to 90% of the total target population of the eligible employees</p> <p>1- if the number of employees who have been appraised by due date is less than 80% of the total target population of the eligible employees</p>	No. of employees appraised by due date / Total targeted population of the employees * 100
Process	Audit Paragraph	<p>A measure that highlights the degree to which documentation and process execution is in sync with the standard operating procedures of the company.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the number of audit paragraphs that have been dropped is 100%</p> <p>4- if the number of audit paragraphs that have been dropped is between 91 to 99% of the number raised</p> <p>3- if the number of audit paragraphs that have been dropped is between 81 to 90% of the number raised</p> <p>2- if the number of audit paragraphs that have been dropped is between 61 to 80% of the number raised</p> <p>1- if the number of audit paragraphs that have been dropped is less than 60% of the number raised</p>	Actual number of audit paragraphs dropped / Actual number of audit paragraphs raised * 100

Process	Preparation & assessment of Manpower category-wise at Unit/Area/Project/HQ	Measures the timeliness and efficiency with which manpower budget is formulated and the delay is measured in terms of mandays. Following scale to be adhered to for rating: 5- On or before time 4- if delayed by a week 3- if delayed by 2 weeks 2- if delayed by 3 weeks 1- If never submitted.	Delay measured in terms of Mandays
Process	Study of piece rated workers (Trummers)	Measures the actual time which has been spent on study of piece rated workers vis a vis the time allotted for the same. Following scale to be adhered to for rating: 5- if the time taken to conduct the study is less than the allotted time for the study 4- if the time taken to conduct the study is equal to the allotted time for the study 3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10% 2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20% 1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100
Process	Study of system capacity utilization of OC mine including heavy earth moving equipment/machinery	Measures the actual time which has been spent on study of capacity utilization of HEMM equipments (OC) vis a vis the time allotted for the same. Following scale to be adhered to for rating: 5- if the time taken to conduct the study is less than the allotted time for the study 4- if the time taken to conduct the study is equal to the allotted time for the study 3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10% 2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20% 1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100

Process	Study to improve system capacity utilisation of various sub-system of a Coal Washery	<p>Measures the actual time which has been spent on study of system capacity of various sub-system of a Coal Washery vis a vis the time allotted for the same.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100
Process	Study to improve the performance of Dragline equipment	<p>Measures the actual time which has been spent on study of performance of drag line vis a vis the time allotted for the same.</p> <p>Following scale to be adhered to for rating:</p> <p>5- if the time taken to conduct the study is less than the allotted time for the study</p> <p>4- if the time taken to conduct the study is equal to the allotted time for the study</p> <p>3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10%</p> <p>2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20%</p> <p>1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more</p>	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100

Process	Study to improve the performance of Feeder Breaker/Coal handing plant	Measures the actual time which has been spent on study of system capacity of Feeder Breaker/CHP vis a vis the time allotted for the same. Following scale to be adhered to for rating: 5- if the time taken to conduct the study is less than the allotted time for the study 4- if the time taken to conduct the study is equal to the allotted time for the study 3- if the time taken to conduct the study is more than the allotted time for the study by 1% to 10% 2- if the time taken to conduct the study is more than the allotted time for the study by 11% to 20% 1- if the time taken to conduct the study is more than the allotted time for the study by 21% or more	Actual time taken for study (in days) / Targeted time allotted for study (in days) * 100
Process	Timely formulation and implementation of incentive schemes for all UG,OC mines & Washeries	Measures the timely preparation of scheme for incentive for increasing the production & also for improving the productivity through financially motivating the work force. Following scale to be adhered to for rating: 5- On or before time 4- if delayed by a week 3- if delayed by 2 weeks 2- if delayed by 3 weeks 1- If never submitted.	Delay measured in days
Process	Timely preparation & submission of Monthly Explosive Allocation Report	Measures the timeliness with which monthly explosive allocation report is prepared and submitted in time. Following scale to be adhered to for rating: 5- If on-time submission percentage is 100% 4- If on-time submission percentage is between 98%-99% 3-If on-time submission percentage is between 96%-97% 2- If on-time submission percentage is between 91%-95% 1- If on-time submission percentage is less than 90%	Actual number of times the Monthly Explosive Allocation Report was submitted in time / 12 * 100

Process	Timely preparation & submission of Monthly Explosives Efficiency Report	Measures the timeliness with which monthly explosive efficiency report is prepared and submitted in time. Following scale to be adhered to for rating: 5- If on-time submission percentage is 100% 4- If on-time submission percentage is between 98%-99% 3-If on-time submission percentage is between 96%-97% 2- If on-time submission percentage is between 91%-95% 1- If on-time submission percentage is less than 90%	Actual number of times the Monthly Explosive Report was submitted in time / 12 * 100
Process	Timely preparation & submission of Monthly Manpower Report	Measures the timeliness with which monthly manpower report is prepared and submitted in time. Following scale to be adhered to for rating: 5- If on-time submission percentage is 100% 4- If on-time submission percentage is between 98%-99% 3-If on-time submission percentage is between 96%-97% 2- If on-time submission percentage is between 91%-95% 1- If on-time submission percentage is less than 90%	Actual number of times the Monthly Manpower Report was submitted in time / 12 * 100
Process	Timely preparation & submission of Monthly POL Consumption Report	Measures the timeliness with which monthly POL consumption report is prepared and submitted in time. Following scale to be adhered to for rating: 5- If on-time submission percentage is 100% 4- If on-time submission percentage is between 98%-99% 3-If on-time submission percentage is between 96%-97% 2- If on-time submission percentage is between 91%-95% 1- If on-time submission percentage is less than 90%	Actual number of times the Monthly POL Consumption Report was submitted in time / 12 * 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