

# कोलइण्डियालिमिटेड

महारात्नकम्पनी

(भारतसरकारकाउपक्रम)

कॉर्पोरेटपहचानसं. L23109WB1973GOI028844

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वेबसाइट:[www.coalindia.in](http://www.coalindia.in)



# Coal India Limited

A Maharatna Company  
(A Govt.of India Enterprise)

Corporate Identity No.- L23109WB1973GOI028844

Action Area-1A,New Town,Rajarhat,Kolkata-700156  
PHONE: 033 23246528, FAX- 033-22244140

WEBSITE: [www.coalindia.in](http://www.coalindia.in)

Ref: CIL/C5A (PC)/PMS/ 17/17

Date: 14.09.2016

To

The Director (Personnel)

ECL/ BCCL/ MCL/ CCL/ NCL/ WCL/ SECL

The Director (T/E&S)

CMPDIL.

**Subject: Mid-Year Performance Feedback under PMS 2016-17**

**Dear Sir / Madam,**

As per the PMS schedule, Performance Feedback is to be given to all executives by the Reporting Authorities during the period **from 1<sup>st</sup> October 2016 to 31<sup>st</sup> October 2016**. Giving feedback on Performance and Personal Qualities is a key process in the PMS for Performance Improvement and Personal Development. The online system will be active during the above period to enable the process.

All executives and the Reporting Authorities may kindly be advised to hold Feedback Sessions, in person, and record the outcomes in the online system. The feedback, as far as possible, should be based on data, critical incidents / events and observation of behaviour etc. to ensure quality.

Personnel Executives and the Nodal Officers may also be advised to facilitate the process and provide necessary technical assistance to ensure all executives receive feedback, as above, during the period.

Yours faithfully,

(Charles Juster)

Dy. General Manager (Per/PC)

Copy to:

1. General Manager (P/EE), CIL
2. General Manager / HoD (P/EE), all subsidiaries
3. GM (ICT), CMPDIL- to please keep the system activated during the period mentioned above
4. GM, NEC
5. TS to the CMD, ECL/BCCL/CCL/NCL/MCL/SECL/WCL/CMPDI
6. TS to the Director (Tech.)/Director (Fin.)/Director (Mktg.)/Director (P&IR), CIL

Copy for kind information to :

The Director (P&IR), CIL

The CGM/TS to the Chairman, CIL