

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN, RAJHARHAT

KOLKATA-700156 (WB)



एक महारत्न कंपनी

A Maharatna Company

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

PERSONNEL DIVISION

POLICY CELL

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संदर्भ सं: CIL/C5A (PC)/PMS/624

दिनांक: 23.04.2021

कार्यालय ज्ञापन

विषय: Change in modalities/procedure for calculation of average score during authorized leave for the purpose of promotion in PMS Manual

The Competent Authority of CIL has approved the following changes in modalities/procedure for calculation of average score during authorized leave for the purpose of promotion as envisaged in PMS Manual:

PMS Manual FAQ No. 27	Existing Provision	Modified Provision
	<p>What happens when the Appraisee is on Authorized Leave?</p> <p>If the duration of the Authorized leave is more than 9 (Nine) months during the assessment year, the executive will not be eligible for PRIDE review. The rating of the executive for the assessment year, in such case, will be equivalent to the average rating of the previous 3 (Three) years immediately preceding the assessment year.</p> <p>This will only be for promotion purpose; the executive will not be entitled for PRP for the assessment year.</p>	<p>What happens when the Appraisee is on Authorized Leave?</p> <p>In cases other than Study leave, where the duration of continuous authorized leave is more than 9 (Nine) months, the Executive will not be eligible for PRIDE review. The rating of the Executive for that assessment year, in such cases, will be taken as equivalent of the average rating of the previous (3) years or less (if not available for 3 years) immediately preceding the assessment year and the said rating will be frozen and remain valid till the completion of leave period. However, such assessed average rating in subsequent year(s) shall be applicable only if the duration of leave in that assessment year as well is more than 9 months. For such purpose, the period of leave should be continuous and spells of leave are not to be added.</p> <p>In case of Study leave, the average rating of the previous (3) years or less (if not available for 3 years), immediately preceding the assessment year, will be considered from the year of commencement of study leave, irrespective of the duration of leave period in that assessment year, if PRIDE score is not available. The said rating will be frozen and remain valid till completion of the study leave period.</p>

		On joining back from leave in a year, if the period of leave in that assessment year is less than 9 months, the actual PRIDE score may be considered.
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The said modification shall be implemented with prospective effect and as such, previous cases of DPCs will not be reopened.

This is for information and compliance by all concerned.

नीला प्रसाद
23/4/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

ई-मेल के माध्यम से वितरण:

1. The Director(T)/ Director(P&IR)/ Director(F)/ Director(M), CIL
2. The CMD, ECL/BCCL/CCL/NCL/WCL/SECL/MCL/CMPDIL
3. The CVO, CIL
4. The Director(P), ECL/BCCL/CCL/NCL/WCL/SECL/MCL
5. The Director(T/ CRD), CMPDIL
6. ED (Coordination), CIL
7. GM/ HOD (P/EE), CIL/ Subsidiaries
8. HOD, IICM
9. GM, NEC
10. GM, NDLO
11. GM (ICT), CMPDIL
12. GM(System), CIL
13. Dy. Manager (P/PC), CIL- for uploading on CIL website