

ONLINE PERFORMANCE MANAGEMENT SYSTEM

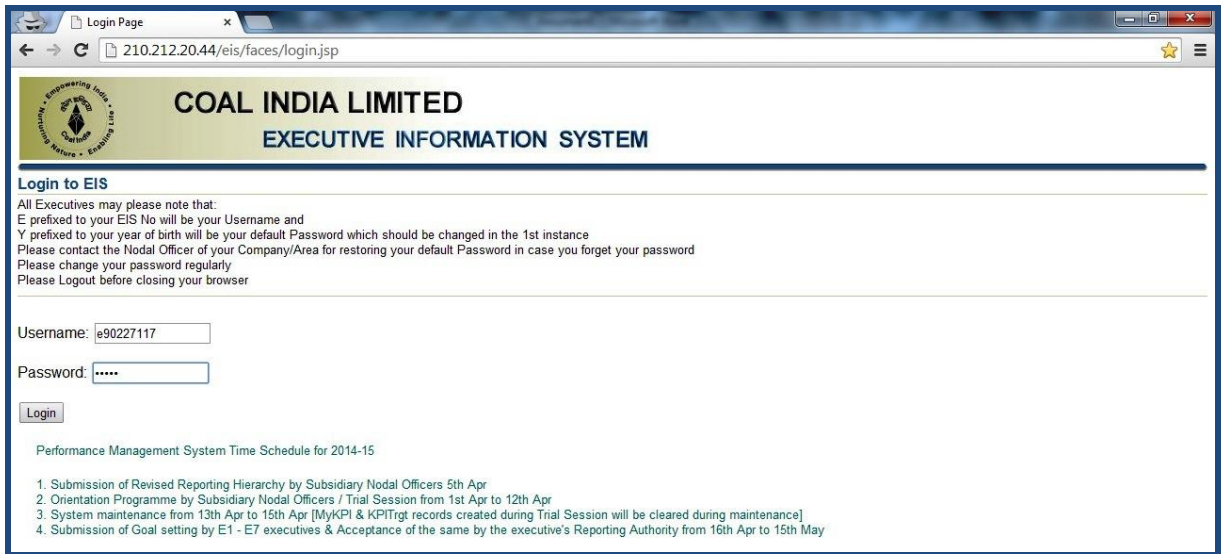
Step by Step Operating Procedure For Goal Setting

1. EIS Login

Go to Executive Information System (EIS) login page through the link <http://210.212.20.44:8888/eis/faces/login.jsp> with

User Name : e<<EIS Number>> for eg/ e90227117

Password : y<<Year of Birth>> for eg/y1987




The screenshot shows a web browser window titled "Login Page" with the URL "210.212.20.44/eis/faces/login.jsp". The page header features the Coal India Limited logo and the text "COAL INDIA LIMITED EXECUTIVE INFORMATION SYSTEM". Below the header, there is a "Login to EIS" section with a warning message: "All Executives may please note that: E prefixed to your EIS No will be your Username and Y prefixed to your year of birth will be your default Password which should be changed in the 1st instance. Please contact the Nodal Officer of your Company/Area for restoring your default Password in case you forget your password. Please change your password regularly. Please Logout before closing your browser." The login form includes a "Username:" field with the value "e90227117" and a "Password:" field with masked characters. A "Login" button is positioned below the password field. At the bottom of the page, there is a section titled "Performance Management System Time Schedule for 2014-15" with a list of four items: 1. Submission of Revised Reporting Hierarchy by Subsidiary Nodal Officers 5th Apr; 2. Orientation Programme by Subsidiary Nodal Officers / Trial Session from 1st Apr to 12th Apr; 3. System maintenance from 13th Apr to 15th Apr [MyKPI & KPITrgt records created during Trial Session will be cleared during maintenance]; 4. Submission of Goal setting by E1 - E7 executives & Acceptance of the same by the executive's Reporting Authority from 16th Apr to 15th May.

On First Login, change your password which has to have a minimum of 8 characters with at least one numeric and one alphabet without any special characters. The password should always start with an alphabet.

For instance,

Password: s1234567/cil123453fg



The screenshot shows a web browser window titled "Online EIS" with the URL "210.212.20.44/eis/faces/EmpList.jspx". The page header features the Coal India Limited logo and the text "COAL INDIA LIMITED EXECUTIVE INFORMATION SYSTEM". In the top right corner, there are "Logout" and "Help" links. Below the header, there is a "Change Password" section with two input fields: "New Password" and "Confirm Password". A "Change Password" button is located below the confirm password field. At the bottom of the page, there is a navigation bar with links for "Edit", "PMS", "Manage", "Logout", and "Help".

2. Goal Setting Process:

i) Inside the Home page of EIS, click *MyKPI* tab in the top left hand side as shown below:



The Create tab of *MyKPI* opens as under:

PRIDE My KPI List

EISNo: 90227117

My Domain: [Dropdown]

KPI Domain: [Dropdown]

My Functional Area: [Dropdown]

KPI Functional Area: [Dropdown]

My Quadrant: [Dropdown]

KPI Quadrant: [Dropdown]

KPI: [Text Field]

DeleteRequest: N

KPI Definition: [Large Empty Text Area]

KPI Calculation: [Large Empty Text Area]

Buttons: Cancel, Save, Create New Record, Return to Previous Menu

- Select **My Domain** as “Production Subsidiary” if working in any subsidiary or HQ other than CMPDI.
Executives working in CMPDI will set My Domain as “CMPDI”
- Select **KPI Domain** as either “Production Subsidiary” or “CMPDI” for selection of the suitable KPIs. An Executive is free to choose KPIs from any of the 2 domains irrespective of their My Domain.
- Select **My Functional Area** from the drop down menu which reflects your present function irrespective of your parent cadre.
For instance, a Civil Executive working in Civil will set his My Functional Area as Civil whereas a Civil Executive working in HRD will set his My Functional Area as HRD.
- Select **KPI Functional Area** from the drop down list for the selection of suitable KPIs. An Executive is free to choose KPIs from any of the KPI

Functional Areas irrespective of their My Functional Area to facilitate the selection of suitable cross functional KPIs which reflects his /her area of responsibilities/tasks.

- Select **My Quadrant** from the drop down menu (i.e., Process, Financial, Customer & Learning & Growth)
- Select **KPI Quadrant** from the drop down list as mentioned above for the selection of suitable KPIs. An Executive is free to choose KPIs from any of the Quadrants irrespective of their My Quadrant to facilitate the selection of suitable cross Quadrant KPIs which reflects his /her area of responsibilities/tasks.

For instance, an Executive is free to choose a Financial KPI as his /her own Process KPI as per the relevance.

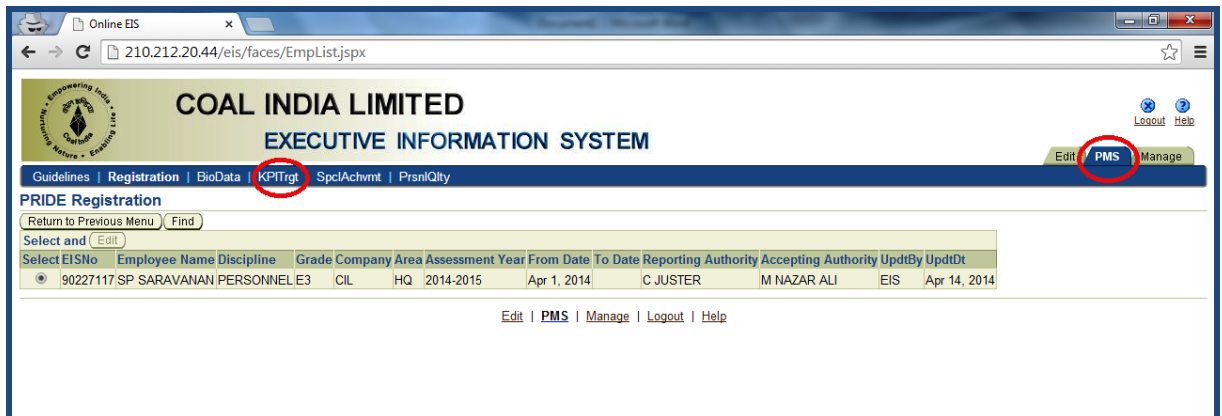
- Finally, the KPI will be selected from the drop down list
- **KPI Definition & Calculation** will be shown for the chosen KPI in the right side screen for assistance.
- Save the record.

Repeat the process to have a basket of customized KPIs of all the four Quadrants for populating the same in the PRIDE form. It is advisable to have more number of KPIs in the *MyKPI* tab to facilitate the Goal setting discussion with the Reporting Authority and to decide the final set of KPIs for filling the PRIDE form.

- Click **Return to Previous Menu** to go to the Home page of EIS after completing the entire process.
- A print option is also provided in the Home page of *MyKPI* domain to assist the discussion with the Reporting Authority in setting the goals for the financial year.
- In case of any error encountered during saving the *MyKPI* record, don't click "Return to Previous Menu", instead click "Cancel" and repeat the process again. If error persists, contact your area level PMS Nodal Officer for redressal.

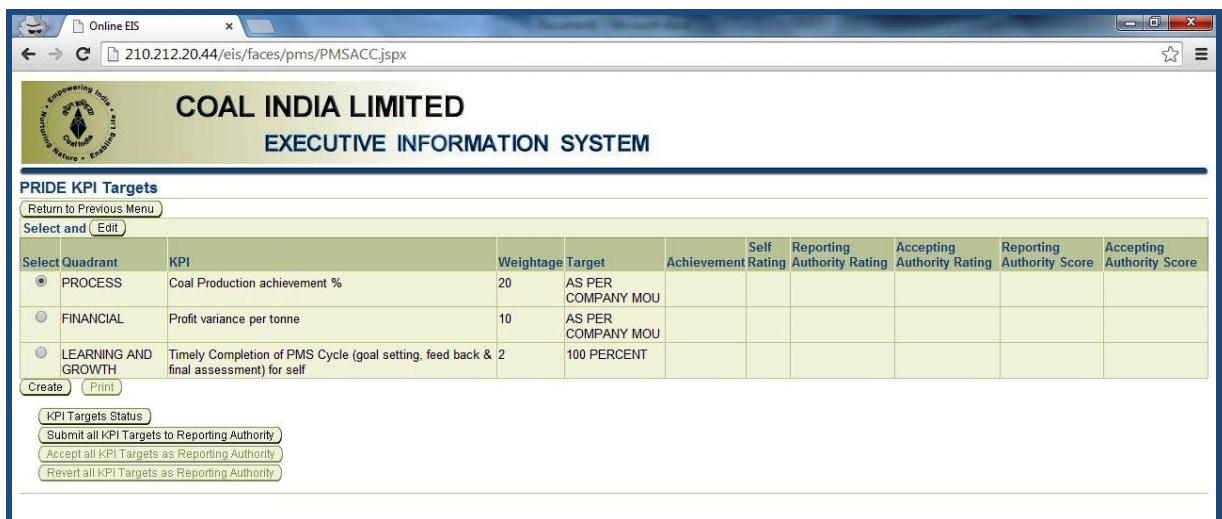
ii) PMS tab

Go to *PMS* tab of the EIS Home page.



The screenshot shows the 'PRIDE Registration' page. The navigation menu at the top includes 'Guidelines', 'Registration', 'BioData', 'KPItrgt', 'SpclAchvmt', and 'PrsnlQlty'. The 'KPItrgt' tab is circled in red. In the top right corner, the 'PMS' tab is also circled in red. Below the navigation menu, there are buttons for 'Return to Previous Menu' and 'Find'. A table lists employee records with columns: Select, EISNo, Employee Name, Discipline, Grade, Company, Area, Assessment Year, From Date, To Date, Reporting Authority, Accepting Authority, UpdtBy, and UpdtDt. The first row is selected and shows: 90227117, SP SARAVANAN, PERSONNEL, E3, CIL, HQ, 2014-2015, Apr 1, 2014, C JUSTER, M NAZAR ALI, EIS, Apr 14, 2014. At the bottom, there are links for 'Edit', 'PMS', 'Manage', 'Logout', and 'Help'.

For filling your PRIDE form, click the *KPItrgt* as shown above. The *KPItrgt* screen looks like



The screenshot shows the 'PRIDE KPI Targets' page. It features a table with columns: Select, Quadrant, KPI, Weightage, Target, Achievement, Self Rating, Reporting Authority Rating, Accepting Authority Rating, Reporting Authority Score, and Accepting Authority Score. Three KPIs are listed: PROCESS (Coal Production achievement %), FINANCIAL (Profit variance per tonne), and LEARNING AND GROWTH (Timely Completion of PMS Cycle). Below the table are buttons for 'Create' and 'Print'. At the bottom, there are buttons for 'KPI Targets Status', 'Submit all KPI Targets to Reporting Authority', 'Accept all KPI Targets as Reporting Authority', and 'Revert all KPI Targets as Reporting Authority'.

- The Home page of the *KPItrgt* will be having prepopulated Superordinate KPIs and as well as Additional KPIs as above.
- Click the *Create* button to populate the PRIDE form with the chosen KPIs from *MyKPI* tab.

The screenshot displays the 'PRIDE KPI Targets' form within the 'COAL INDIA LIMITED EXECUTIVE INFORMATION SYSTEM'. The form is structured as follows:

- EISNo:** 90227117
- Domain:** [Dropdown menu]
- FnlArea:** [Dropdown menu]
- Quadrant:** [Dropdown menu]
- Key Performance Indicator:** [Dropdown menu]
- Weightage:** [Text input field]
- Target:** [Text input field]
- Achievement:** [Text input field]
- Rating between 1 (min) and 5 (max):**
 - Self Rating: [Text input field]
 - Reporting Authority Rating: [Text input field]
 - Accepting Authority Rating: [Text input field]
- KPI Definition:** [Large empty text area]
- KPI Calculation:** [Large empty text area]
- DeleteRequest:** N

At the bottom of the form, there are four buttons: **Cancel**, **Save**, **Create New Record**, and **Return to Previous Menu**.

- Inside the **Create** tab set your domain and functional area as chosen in *MyKPI* tab.
- Select the desired **Quadrant** and **KPI** from the drop down box. The drop down box will be showing only the list of KPIs you have chosen earlier in *MyKPI* tab.
- Set **Weightage** as per guidelines given in the Performance Management System Manual (https://www.coalindia.in/DesktopModules/DocumentList/documents/PMS_Manual_FAQ_Final_%2001.04.2014_02042014.pdf)
- Make entry of the **Target** as fixed with your Reporting Authority. While fixing the target, kindly ensure that the same is measurable by the selected KPI.
- **KPI Definition & Calculation** will be shown for the chosen KPI in the right side screen for assistance.
- Save the record.

Repeat the process till sufficient number of KPIs with weightage and corresponding targets are filled in accordance with the provisions of the Manual of PMS.

- iii) Press “Submit all KPI Targets to the Reporting Authority” to enable the Acceptance of the Reporting Authority.

COAL INDIA LIMITED EXECUTIVE INFORMATION SYSTEM

PRIDE KPI Targets

[Return to Previous Menu](#)
[Select and Edit](#)

Select	Quadrant	KPI	Weightage	Target	Achievement	Self Rating	Reporting Authority Rating	Accepting Authority Rating	Reporting Authority Score	Accepting Authority Score
<input checked="" type="radio"/>	PROCESS	Coal Production achievement %	20	AS PER COMPANY MOU						
<input type="radio"/>	FINANCIAL	Profit variance per tonne	10	AS PER COMPANY MOU						
<input type="radio"/>	LEARNING AND GROWTH	Timely Completion of PMS Cycle (goal setting, feed back & final assessment) for self	2	100 PERCENT						

[Create](#) [Print](#)

KPI Targets Status

[Submit all KPI Targets to Reporting Authority](#)
[Accept all KPI Targets as Reporting Authority](#)
[Revert all KPI Targets as Reporting Authority](#)

- iv) Reporting Authority will also login to the system just like any other Executive and his/her home page will look like as follows with the details of his under – reports.

COAL INDIA LIMITED EXECUTIVE INFORMATION SYSTEM

[GridHist](#) | [LocnHist](#) | [QualHist](#) | [ExpHist](#) | [DepdHist](#) | [MyKPI](#)

Executive List

[Find](#)
[Select and View/Edit](#) ([EmpMast](#) | [EmpDtls](#))

Select	EISNo	EmpName	Dscpln	PGrd	PRevGrd	Cmpny	Area	Gbl	Snrty	PDeemDt	BDeemDt	BirthDt	ApptDt	SwpDt
<input checked="" type="radio"/>	90137191	C. JUSTER	PERSONNEL	E6	E7	CIL		80		Apr 4, 2013	Mar 22, 2001	May 30, 1964	May 6, 1987	
<input type="radio"/>	90194515	RAJARSHI DHAR	PERSONNEL	E5	E6	CIL	HQ	184		Sep 20, 2013	Aug 10, 2007	Oct 4, 1969	Jun 29, 1994	Jul 10, 1998
<input type="radio"/>	90222019	KRISHNA KANT GAUR	PERSONNEL	E3	E3	CIL	HQ	44		May 13, 2010	May 13, 2009	Jul 16, 1985	May 13, 2009	Aug 31, 2009
<input type="radio"/>	90227117	SP SARAVANAN	PERSONNEL	E3	E3	CIL	HQ	46		Jul 1, 2011	Jul 1, 2010	Jun 19, 1987	Jul 1, 2010	Jul 12, 2010
<input type="radio"/>	90281577	T. PADMANABHAN	SECRETARIAL	E2	E2	CIL	HQ	41		Mar 1, 2012		May 4, 1967		Mar 27, 2012

[Edit](#) | [PMS](#) | [Manage](#) | [Logout](#) | [Help](#)

- When the subordinate presses the “Submit all KPI Targets to the Reporting Authority” tab, the tabs - “Accept all KPI Targets as Reporting Authority” & “Revert all KPI Targets as Reporting Authority” will be enabled.
- Reporting Authority may accept by Pressing the “Accept all KPI Targets as Reporting Authority” which implicates the completion of the Target Setting process.
 However, in the event of any subsequent revision in the earlier accepted targets, Reporting Authority can revert the PRIDE form by pressing the tab “Revert all KPI Targets as Reporting Authority” to enable the subordinate for re-submission with the necessary modifications. All this process need to be completed within the scheduled time of the Target Setting.
- After acceptance by the Reporting Authority, a subordinate can get the Print out Version of the PRIDE form, if required.