



COAL INDIA LIMITED

(A MAHARATNA COMPANY)

A Govt. of India Enterprise

"COAL BHAWAN"

Premises No. 04, MAR, Plot No. AF - III

Action Area - 1A, New Town, Rajarhat

Kolkata - 700156

Ref : CIL/C-5A(PC)/PMS-EIS/ 272

Dated : 03.06.2015

OFFICE MEMORANDUM

Sub: Modification in Appraisal schedule of PRIDE for the year 2014-15

The online PRIDE will be active from 4.6.2015 for final appraisal for the year 2014-15. All executives should comply the following time schedule for completion of the final appraisal:


Task	Responsibility	Time limit without penalty	Time limit with penalty
Self appraisal	Executive concerned	20th June,2015	30th June,2015
Review by Reporting Authority	Reporting Authority	10th July,2015	15th July,2015
Acceptance by Accepting Authority	Accepting Authority	25th July,2015	31st July,2015

In addition to the above, the following guidelines are to be followed to streamline the process:

- A. The task completion during penalty period **will attract a reduction of 0.5 from the overall score**. It will apply to self, Reporting Authority and Accepting Authority, as the case may be.
- B. In case of non-adherence of timelines for the appraisal, the following will apply:
- If an executive fails to submit the self appraisal even within the penalty period, his status will be treated as NO PRIDE with zero score for the financial year 2014-15.
 - If the Reporting Authority fails to complete the review process even within the penalty period, the PRIDE form of the executive will automatically move to the domain of the Accepting Authority with the penalty of 0.5 reduction from the overall score of the Reporting Authority.
 - If the Accepting Authority fails to appraise even within the penalty period, the final appraisal score by the Reporting Authority will be taken as the final, on expiry of the appraisal period of the Accepting Authority.
 - If both the Reporting Authority & the Accepting Authority fail to complete the appraisal process, the PRIDE form of such executive will be put-up to the next higher authority for final appraisal.

- C. In case of transfer of Reporting/ Accepting Authority during the financial year 2014-15, the status of Reporting Authority and Accepting Authority will be taken as on 31st March, 2015 subject to the condition of three months working under the Reporting/ Accepting Authority as per section 2 - Frequently Asked Questions- clause 35 of the PMS Manual and clause 11 of the Office Order no. CIL/C-5A(PC)/BSC-PMS/111 dated 25.03.2014.
- D. The Area Nodal Officer will update the Reporting & Accepting Authorities name of an executive as on 31st March, 2015, wherever applicable. The Area Nodal Officers will activate the PRIDE forms of all the executives of their area after duly authenticating the Reporting & Accepting Authorities of the executive concerned.
- E. In view of security of the data, the "forgot password" facility will remain discontinued during the appraisal period. The company as well as Area Nodal Officer will have the facility to reset the password of an executive on his/ her request, after due authentication.
- F. The PRIDE forms of executives, retired from the services during the year 2014-15, would also remain active for appraisal. The Area Nodal Officers will activate their PRIDE forms and all such executives may be informed to complete the process within the stipulated time.
- G. The moderation of the score will be done separately after completion of the final Appraisal.

This issues with the approval of the Competent Authority.


(M. Nazar Ali) 31/6/15
General Manager (P/ PC)

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