

# कोल इण्डिया लिमिटेड

महारत्न कम्पनी

(भारत सरकार का उपक्रम)

कॉर्पोरेट पहचान सं. L23109WB1973GOI028844

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# Coal India Limited

A Maharatna Company

(A Govt. of India Enterprise)

Corporate Identity No.- L23109WB1973GOI028844

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Ref: CIL/C-5A(PC)/PRP/ 1192

Dated: 11.03.2016

To

The Director (P),

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

The Director (T/P&D), CMPDI

**Sub: Operational Guidelines for the payment of PRP for the year 2009-10 to 2014-15**

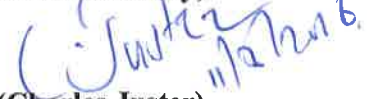
Dear Sir/ Ma'am,

Please refer to the OM No. CIL/C5A(PC)/1180 dated 08.03.2016 regarding methodology of payment of PRP for the period 2009-10 to 2014-15. In this connection, a set of operational guidelines, for maintaining uniformity in the implementation of methodology of PRP payment for the year 2009-10 to 2014-15, is enclosed.

This is for your kind information and necessary action accordingly.

This issues with the approval of the Director (P&IR), CIL.

Yours faithfully,

  
(Charles Juster)

Chief Manager/ HoD (P/ PC)

Encl. as above.

CC:

1. The TS to Chairman, CIL
2. The General Manager (P/EE), CIL & NEC
3. The General Manager (F), CIL
4. The General Manager (Systems), CIL, with a request to upload the same in CIL website.
5. The TS to Director (P&IR)/ Director (F)/ Director (T)/ Director (M), CIL

**Operational Guidelines for determination of Performance Groups  
for PRP payment for the year 2009-10 to 2014-15**

CIL & subsidiaries shall adopt the following operational guidelines to maintain uniformity in determining Performance Groups under Performance Management System for payment of PRP.

**General**

- a) 31<sup>st</sup> March of the Financial year would be the cutoff date for determining the Performance Groups i.e., Executives on the rolls as on 31<sup>st</sup> March will be considered for determining the segments in their grade as on the date.
- b) Executives separated by way of superannuation/ death/ resignation, etc., during the year will also be considered to determine the Performance Groups/ segment along with the Executives who are on the rolls as on 31<sup>st</sup> March.
- c) In Hqrs, while considering the Performance Groups, the Functional Directors will include CVO as well.
- d) While determining the number of executives in each Performance Group, the fraction will be rounded to the nearest integer value.

To illustrate, if the total number of Executives in E7 grade of a field segment as on 31<sup>st</sup> March is 36, then 15% of 36=> 5.4, which will be rounded to the nearest integer value 5 i.e., a total number of 5 Executives will come under PG1.

i.e., if the fraction comes below 0.5, then it will be rounded down to the next lower integer value & if it comes to 0.5 and above, then it will be rounded up to the next higher integer value.

- e) Subject to minimum score required for PG, the % of Executives in PG 5 would be adjusted to accommodate any increase in number of Executives beyond 10% in PG 6 & 7 taken together.
- f) In case of promotion to higher grade in a financial year, the payment of PRP to be made on pro rata basis for the period rendered in the relevant grades.
- g) In case of non-executives promoted to the Executive cadre in a financial year, the payment to be made on pro rata basis for the year.
- h) MOU rating of the concerned subsidiary will be applicable to the Executives working in that particular subsidiary for the computation of PRP. The MOU rating of CIL will be applicable to Executives posted in CIL HQs, RSOs, New Delhi Office, NEC, & IICM.
- i) As regards executives transferred from one subsidiary company to the other, billing of PRP will be done from the company where the salary was paid. However, the disbursement of PRP will be done by the current company on receiving the bill from the previous company/ companies.
- j) In the event of death of an executive, PRP will be payable on pro rata basis by taking the average of the immediately preceding 3 year's rating for the computation of PRP.
- k) Executives on retirement will be eligible for PRP on pro rata basis. Retirement includes Retirement on medical ground, superannuation and VRS.

*(Signature)*  
23/2/16

- l) In case an Executive voluntarily resigns from the company and has spent less than 3 months in the financial year, he will not be entitled for PRP. However, if he spent more than 3 months, he will be entitled for PRP for the period on pro rata basis.

#### **PMS Score under APAR based PMS**

- m) In the APAR system, the issues related to PMS ratings are to be resolved as per DPE OM No. 2(68)/II-DPE dated 31.12.2012

#### **PMS Score under EER/ PRIDE**

- n) In the case of non-executives promoted to the executive cadre & lateral recruits where they had only 4 months or less service in the promoted/ appointed post in the year of promotion/ appointment, the "PMS average of the Grade of the company" may be taken as PMS rating for the year for computation of the pro rata PRP.
- o) The rating of retired executives, whose Performance appraisal could not be completed for the period of service in the retiring year, will be taken as the average of the immediately preceding 3 year's rating for the computation of PRP.
- p) In case of Executive retires from the company and has spent less than 4 months in the financial year, he will be entitled for PRP as per his previous year's rating.
- q) If an Executive has submitted his self-appraisal form but not appraised by the Accepting Authority, then his PMS rating may be considered as one grade lower than the MOU rating of the Company for the relevant Financial year. However, in the Online PRIDE system, the system generated score as per the programming will be applicable.
- r) The rating recorded in the DPC for the relevant year can be taken as final for the computation of PRP, in case the physical forms are not traceable.
- s) If the Reporting Authority has rated an Executive (eg. "Commendable") with score but the Accepting Authority has given a higher rating (eg. "Excellent" in this case) without giving any score, the minimum score of the higher rating (eg. 85 in this case) will be taken as the final score for the computation of PRP.

Similarly, if the Reporting Authority has rated an Executive (eg. "Excellent") with score and the Accepting Authority has given a lower rating (eg. "Commendable" in this case) without score, the maximum of the lower rating (eg. 84 in this case) will be taken as the final score for the computation of PRP.

However, if both Reporting & Accepting Authority rated the Executive without any score, the minimum score of the rating, given by the Accepting Authority will be taken as the final score for the computation of PRP.

If the Reporting Authority & Accepting Authority has given the same rating but if the Accepting Authority has not given any score, then the score given by the Reporting Authority will be taken as the final score for the computation of PRP.

*C. S. J. M.*  
9/12/2016

**PMS Score for Trainees**

- t) Trainees are also eligible for payment of PRP. Their performance in the probation closure examination will be taken as the Performance Rating for computation of PRP in their first Financial year.

In the event of delayed closure of probation, the PMS score, if available, will be taken as the Performance rating for the subsequent years, else, the score of the probation closure examination will be considered as the rating for the delayed period of closure as well, for computation of PRP.

(Signature)  
2/12/2016