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Ref : CIL/C5A (PC)/BSC-PMS/ 241

Date: 30.06.2014

To,

The Director (Personnel),  
ECL/BCCL/CCL/NCL/WCL/SECL &MCL

The Director (T/ES),  
CMPDIL, Ranchi

Subject: Guidelines for completion of Goal Setting Process under PMS 2014-15

Dear Sir,


Please refer to letter No. CIL/C-5A (PC)/BSC-PMS/228 Dated 16<sup>th</sup> June, 2014 vide which the last date for completion of the Goal Setting Process under the PMS has been extended up to 30<sup>th</sup> June, 2014. A review of the status of completion of the process reveals that there are cases still pending for acceptance by the Reporting Authorities and some executives are yet to submit their Goal Setting Form to the Reporting Authority for acceptance.

In order to deal with the pending cases, as stated above, the following guidelines have been approved by the Competent Authority:

- (1) The remaining executives are allowed to complete the Goal Setting process from 1<sup>st</sup> July, 2014 to 31<sup>st</sup> July, 2014 with a penalty of **2 marks for self-submission and 2 marks for acceptance** as the case may be.
- (2) In case of non-completion of Goal Setting by executives even after expiry of the penalty period as above, the PRIDE rating for the assessment year of such executives will be taken as "POOR" with Zero score.
- (3) If the non-completion of Goal setting within the stipulated time is due to reluctance of the executive to accept Targets as suggested by the Reporting Authority, the Reporting Authority will have the authority to accept the targets with modification as he may deem fit and communicate accordingly.
- (4) If an executive fails to submit year-end self-appraisal within the stipulated time, his performance rating for the assessment year will be taken as "POOR" with Zero score.
- (5) In case the Reporting Authority neither accepts nor refuses the Goal setting submitted by the executives, the same will be deemed as accepted on the expiry of the extended time limit with penalty of 2 marks to the Reporting Authority.
- (6) Disciplinary action under CDA Rules also will follow in the case of non-adherence to the process of PMS by any executives.

This is for information and compliance by all concerned.

Yours faithfully,

  
(M. Nazar Ali) 30/6/14  
General Manager (Per/PC)