

कोल इण्डिया लिमिटेड

10, नेताजी सुभाष रोड, कोलकाता-700001
फोन: 033 2248 8099, फैक्स: 033 2243 5316
www.coalindia.in



Coal India Limited

10, NS ROAD, KOLKATA - 700001, W.B.
PHONE; 033 2248 8099, FAX; 033-2243 5316
www.coalindia.in

Ref : CIL/C-5A(PC)/PMS-EIS/152.

Dated : 20.04.2015


OFFICE ORDER

Sub: Guidelines for creating "NEW PRIDE/ PAR", for goal setting, on transfer and change of assignments, under the online PMS.

The existing procedure for goal setting under new PRIDE/ PAR in the event of transfer or change of role of executive has been reviewed and revised as follows to streamline the process for effective implementation:

1. Goal setting under PMS, primarily is the responsibility of the executive concerned, who shall ensure setting of his goals within the scheduled time.
2. In case an executive joining at a new location on transfer or on change of the current role, a New PRIDE/ PAR will be activated by the concerned Area Nodal Officer.
3. For creating a New PRIDE/ PAR, the Area Nodal Officer will enter the following data:
 - a. The New Reporting, Reviewing & Accepting Authority.
 - b. The "**Charge Assumption Date**" of the new role/ assignment at the unit.
 - c. "**Goal Start Date**" (The "**Goal Start Date**" should not be more than 15 days from the "**Charge Assumption Date**")
 - d. "**Goal End Date**" (The "**Goal End Date**" will be 15 days from the "**Goal Start Date**" which will automatically be generated by the system on entering the "**Goal Start Date**").
 - e. The New PRIDE/ PAR will get activated immediately on entering the "**Goal Start Date**".
4. On activating the New PRIDE/ PAR, the Executive concerned & his Reporting Authority should complete the goal setting Process before the "**Goal End Date**".
5. In case an executive fails to complete goal setting by the "**Goal End Date**", he will be allowed goal setting within an extended period of 15 days from the "**Goal End Date**" with a penalty of deduction of weightage by 2 marks from the total weightage of KPIs/ tasks.
6. In case of any deviation from the above timeline becomes necessary for valid reasons, not attributable to the executive concerned, the Director (Personnel) of the subsidiary may allow suitable extension of time for goal setting.
7. On such approval of extension of time by the Director (Personnel), the Company Nodal Officer will activate the form by recording the details of the approval with intimation to the Area Nodal Officer concerned.

This is for information and necessary compliance by all concerned.


(M. Nazar Ali)
General Manager (P/ PC)

Distribution:

1. The CMD, ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDIL
2. The Director (P&IR)/ (Finance)/ (Technical)/ (Marketing), CIL, Kolkata
3. The CVO, CIL, Kolkata
4. The Director (P), ECL/BCCL/CCL/SECL/WCL/NCL/MCL
5. The Director (RD/T) CMPDIL, Ranchi
6. The ED, IICM, Ranchi
7. The CGM/TS to the Chairman, CIL, Kolkata
8. The GM (ICT), CMPDIL, Ranchi - request to make necessary modification in the PRIDE/ PAR modules.
9. The GM, NEC
10. All the GM/ HOD, CIL
11. The GM/ HOD (P/EE), ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDIL
12. The GM (Telecom), CIL- with a request to upload the same in CIL website under circulars, Soft copy e-mailed
13. The GM, CIL, New Delhi