Ref: CIL/C-5A(PC)/BSC-PMS/ 335

Dated :24.09.2014

MATTER MOST URGENT

To,

All Director (Personnel),
ECL, BCCL, CCL, NCL, WCL, SECL, MCL

The Director (T/ES),
CMPDIL, Ranchi

Dear Sir/Madam,

Subject: Mid – Year Performance feedback under PMS

As per the schedule of Balanced Scorecard based PMS, the performance feedback is to be given to all executives by their respective Reporting Authorities during the period from 1st October,2014 to 31st October,2014.   We would, therefore, request you to **kindly give necessary advice to all executives to hold feedback sessions and complete the process** in the online system on or before 31st October, 2014.

The **process flow** of feedback mechanism in the online PMS is given in the **enclosed Annexure.**

The assistance of Nodal Officers may also be taken in case of any ambiguity in the process. The online feedback process is time bound and **will be available only up to 31st October, 2014.**

Yours faithfully,

(M Nazar Ali)
General Manager (Per/PC)

Encl: As above

Copy to:

1. General Manager (P/EE), CIL
2. General Manager/ HOD (P/EE), all subsidiaries

Copy for kind information to : The Director (P&IR), CIL

FEEDBACK PROCESS UNDER ONLINE PERFORMANCE MANAGEMENT SYSTEM

The process flow of feedback would be as below:

1) The executive concerned will login with his **password & id** as has done during the goal setting process.

2) On login, in order to get the feedback page, they may click the **"Feedback" tab in the EIS menu bar.**

3) The feedback page has three sections;

   a) **General feedback**: A list of general feedback which may be responded by the executive by clicking in the appropriate boxes;

   b) **A text box in which specific feedback** can be entered by the executive concerned.

   c) A text box in which the RA can enter his feedback after feedback meeting.

4) After entering his feedback, the executive concerned can save it with **"Save"** button.

5) On saving, the feedback page of the executive will appear in the domain of his Reporting Authority.

6) The Reporting Authority can login with his **login id & password** as has been done in the case of goal setting process **to view the feedback** recorded by his subordinates.

7) The Reporting Authority should read the feedback given by the executive concerned and **fix a feedback meeting with him** and should discuss all the elements of performance, such as, *KPI performance, Personal qualities, Special achievement* and *Motivation level.* They may also explore, during the feedback session, the *factors facilitating and hindering* performance.

8) On conclusion of the feedback meeting, the reporting authority may login as mentioned above, and **enter the date of feedback meeting for activation of the text box** for making his entries.

9) On entering the date of feedback, the text box will get activated and the **Reporting Authority can make entries of his feedback** to the subordinate, and **Save** it.

10) On saving, the feedback page will be available for the subordinate for his view.

11) The online feedback process is time bound and will be available only up to 31st October, 2014.

Chief Manager (Per/PC)