

**कोल इण्डिया लिमिटेड**  
(भारत सरकार का उपक्रम)  
**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
**कोल भवन "COAL BHAWAN"**  
Premise No. 04, MAR, Plot No. AF-III  
Action Area-1A, Newtown, Rajarhat  
KOLKATA-700156 (WB)



**एक महारतन कंपनी**  
A Maharatna Company

**PERSONNEL DIVISION**  
EXECUTIVE ESTABLISHMENT  
CIN: L23109WB1973GOI028844  
e-Mail: gmpers.cil@coalindia.in  
Tel: 033-7110 4228  
Website: www.coalindia.in

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A(HRMS)/A- 535

दिनांक: 29.05.2023

**The GM/ Dy. GM(P/EE),  
BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL**

ई-मेल द्वारा

**Dy. GM (P&A), CMPDIL**

**विषय: Appraisal schedule of PRIDE/ PAR for the FY 2022-23**

महोदय/ महोदया,

Please refer to the clause 4.4 of the Performance Management System Manual regarding the appraisal schedule. The online HRMS will remain active for appraisal i.r.o. the FY 2022-23 from 01.06.2023 onwards.

All are requested to advise the concerned executives to complete the appraisal process for the FY-2022-23 as per the PMS schedule.

भवदीय,

*K. Suresh Reddy*  
(सुरपुरेड्डी वी रवींद्रनाथ)  
29/05/23

मुख्य प्रबंधक(का.)/ विभागाध्यक्ष (अ. स्था.)

ई-मेल के माध्यम से वितरण:

1. ED(Co-ordination), CIL
2. ED(Personnel), CIL
3. ED, IICM/ GM, NEC/ HoD, New Delhi Office
4. GM(ICT), CMPDIL – with a request to take necessary action for smooth functioning of online PMS module of HRMS for the FY 2022-23.
5. TS to Director (M&S)/Director (P&IR)/Director(Technical)/Director(BD)/Director(Finance),CIL
6. Chief Manager (P/EE-iv), CIL
7. Dy. Manager (P/EE), HRMS



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भवदीय,  
K. Suresh Chandra  
29/05/23  
(सुरपुरेडू बी खींद्रनाथ)  
मुख्य प्रबंधक(का)/ विभागाध्यक्ष (अ. स्वा.)

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**EASTERN COALFIELDS LIMITED**

(A subsidiary of Coal India Limited), Office of the Chairman-cum-Managing Director,  
Sanctoria, P.O.: Dishergarh, Dist.-Paschim Bardhaman, West Bengal-713333.

Ref. No. ECL/C-5(D)/PMS-Appraisal 2022-23/EE/89

Date: 29.05.2023

**Distribution:**

1. CMD, ECL
2. D(T)PP/D(T)OP/D(P)/D(F)/CVO, ECL
3. TS to CMD/ TS to DT(OP)/ TS to DT(P&P)/ TS to D(F)/ TS to D(P)- ECL HQ } For kind information.
4. The GM (Systems), ECL : With a request to arrange to upload it at ECL's website.
5. All HODs, ECL HQ.
6. All Area General Managers/ All Area Personnel Managers, ECL. } For kind information & wide
7. All Agents/ Incharge of Workshops, ECL. } Circulation to all executives.
8. All Nodal Officer/PMS – for updation of Reporting Hierarchy in time & Wide Circulation to all executives .

Manish Mishra  
29/05/2023  
(Manish Mishra)  
Ch. Manager (P/EE)



#### 4.2. Goal Setting Schedule <sup>1)</sup>

##### PRIDE

Responsibility	Timeline without penalty	Timeline with penalty
Self	1 <sup>st</sup> April to 30 <sup>th</sup> April	1 <sup>st</sup> May to 15 <sup>th</sup> May
RA	By 25 <sup>th</sup> May	26 <sup>th</sup> to 31 <sup>st</sup> May

##### PAR

Responsibility	Timeline for Goal setting
Self/ RA	1 <sup>st</sup> April to 15 <sup>th</sup> May (as per DPE guidelines)

#### 4.3. Mid-year Performance Feedback Schedule <sup>14)</sup>

From 1<sup>st</sup> October to 31<sup>st</sup> October.

#### 4.4. Appraisal Schedule of previous FY <sup>15)</sup>

PRIDE			
Task	Responsibility	Normal Timeline	Extended Timeline with penalty
Self-Appraisal	Executive concerned	1 <sup>st</sup> to 30 <sup>th</sup> June	1 <sup>st</sup> to 5 <sup>th</sup> July
Appraisal by Reporting Authority under PRIDE	Reporting Authority	By 10 <sup>th</sup> July	11 <sup>th</sup> to 15 <sup>th</sup> July
Review by Reviewing Authority under PRIDE	Reviewing Authority	By 20 <sup>th</sup> July	21 <sup>st</sup> to 25 <sup>th</sup> July
Final Review by Accepting Authority under PRIDE	Accepting Authority	From 26 <sup>th</sup> July to 10 <sup>th</sup> August	
Publication of PRIDE ratings		By 15 <sup>th</sup> August	
Appeal Disposal		By 15 <sup>th</sup> October	
Publication of final PRIDE ratings after appeal disposal		By 20 <sup>th</sup> October	

<sup>1)</sup> Amended as per OM No. CIL/C5A(PC)/PMS/469 dated 13.08.2020.

<sup>4)</sup> Amended as per Letter No. CIL/C5A(PC)/259 dated 28.09.2019.

<sup>5)</sup> Amended as per OM No. CIL/C5A(PC)/PMS/141 dated 28.05.2019.



PAR		
Task	Responsibility	Normal Timeline
Self-Appraisal	Executive concerned	1 <sup>st</sup> June to 31 <sup>st</sup> October
Appraisal by Reporting Authority under PAR	Reporting Authority	By 15 <sup>th</sup> November
Review by Reviewing Authority under PAR	Reviewing Authority	By 30 <sup>th</sup> November
Final Review by Accepting Authority under PAR	Accepting Authority	By 15 <sup>th</sup> December
Publication of PAR ratings	By 20 <sup>th</sup> December	
Appeal Disposal	By 20 <sup>th</sup> February of subsequent year	
Publication of final PAR ratings after appeal disposal	By 25 <sup>th</sup> February of subsequent year	

#### 4.5. Performance Management Cycle

1. Target Setting-The first stage of PMS process is Target Setting. In this stage, clear and measurable standards of performance are set for executives in the entire organization.
2. Review- The second stage of PMS process is Review

Mid Year Review- Mid year Review is held to assess the progress of performance till Mid year against the set target. This session aims to provide feedback to enable executive to understand what he /she is doing well, and what he/she needs to do differently. No rating is provided in this stage.

3. Final Review –Final Review is held during the end of Appraisal cycle to review and discuss the extent of executive's achievements has been obtained against agreed targets. Each executive provides a rating to his/ her own performance. This is followed by rating provided Reporting, Reviewing <sup>161</sup> and Accepting authority.
4. Assessment would also be done on "Personal Attributes" and "Special Achievements" by Reporting, Reviewing <sup>161</sup> and Accepting authority. Feedback would also be provided on the developmental needs.

<sup>161</sup> Amended due to OM No. CIL/C5A(PC)/PMS/2826 dated 08.05.2018.