

कोलइण्डियालिमिटेड

महारत्नकम्पनी

(भारतसरकारकाउपक्रम)

कॉरपोरेटपहचानसं. L23109WB1973GOI028844

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Coal India Limited

A Maharatna Company
(A Govt. of India Enterprise)

Corporate Identity No.- L23109WB1973GOI028844

Action Area-1A, New Town, Rajarhat, Kolkata-700156
PHONE: 033 23246528, FAX- 033-22244140

WEBSITE: www.coalindia.in

Ref: CIL/C5A (PC)/PMS/ 3005

Date: 18.09.2017

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

The Director (T&ES)
CMPDIL

Sub: Mid-Year Performance Feedback under PMS 2017-18

Dear Sir/Madam,

As per the PMS schedule, Performance Feedback is to be given to all the executives by the Reporting Authorities during the period from 1st October 2017 to 31st October 2017. Giving feedback on Performance and Personal Qualities is an important process in the PMS for Performance Improvement and Personal Development. The online system will be active during the above period to enable the process.

All executives and the reporting authorities may kindly be advised to hold Feedback Sessions, in person, and record the outcomes in the online system. The feedback as far as possible, should be based on data, critical incidents/events and observations of behaviour etc. to ensure quality.

Personnel Executives and the Nodal Officers may also be advised to facilitate the process and provide necessary technical assistance to ensure all executives receive feedback, as above, during the period.

Yours faithfully,

(Charles Juster)

Dy. General Manager (Pers. /Policy Cell)

Copy for information:

1. General Manager(P/EE), CIL
2. General Manager/HOD(P/EE), all subsidiaries
3. GM (ICT), CMPDIL- to please keep the system activated during the period mentioned above.
4. GM, NEC
5. TS to the CMD, ECL/BCCL/CCL/NCL/MCL/SECL/WCL/CMPDI
6. TS to the Director(Tech.)/Director(Fin.)/Director(P&IR), CIL

Copy for kind information to:

The Director (P & IR), CIL
The CGM/TS to the Chairman, CIL