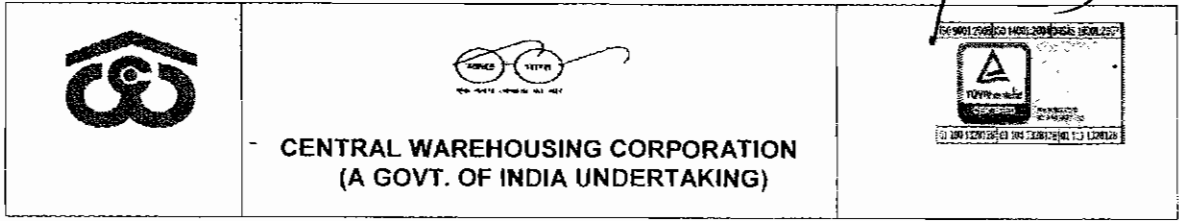


G.M. (Systems)



NO. CWC/1V-PMS/CRC/2013-14

DATED:-24.09.2015

CIRCULAR

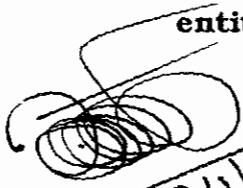
Attention is invited to this office circular dated 31.01.2013 regarding introduction of PRP and PMS scheme in the Corporation with the approval of the BOD in its 301st meeting held on 12.12.2012.


The scheme was reviewed and an agenda was placed for approval of the Board in its 316th meeting held on 26.08.2015 for bringing certain Modification in the Scheme. With the approval of BOD in the meeting held on 26.08.2015, following amendments are made in PMS/PRP scheme:-

1. In partial modification of clause No.7.1 of PRP Scheme, it has been decided that "executives who may retire on superannuation/VR/Die while in service will be eligible for payment of PRP under the Scheme. Pro-rata payment of PRP will be made to these Executives who have put in service for a part of the year, **subject to minimum service of three months.**"
2. In partial modification of clause No.7.2 of PRP Scheme in respect of Executive promoted during the course of the year, the PRP to such Executives will be proportionate to the service in each grade. It is further clarified that "**officials promoted to group B from group C would be paid PRP on pro-rata basis, if the service rendered in group B is for 3 months or more as per requirement of the protocol of ACR writing**". Where the service rendered by executive promoted (Gr.C to Gr.B) is less than 03 months, he will not be entitled for PRP but shall be paid PLI for the full financial year.
3. A new clause has been added that "**all new appointees will be eligible for PRP, subject to minimum service of three months, as per the requirement of the protocol of ACR writing**". This will, however, not be applicable to the executive who joined as trainees e.g. Management Trainees, etc..
4. The clause no 5.1.4.2. of the PRP Scheme has been modified as under:-

Category	%age of Executive*	Performance Factor
Excellent	10-15%	1.00
Very Good	30%	0.90
Good	30%	0.80
Average	15%	0.60
Below Average/Poor	10%	0.00

*As per DPE guidelines, dated 26.11.2008, under the Bell Curve approach, not more than 10 to 15% officials are to be kept in Outstanding/Excellent Category and at least 10% officials are to be graded as Below Par Category. The officials under Below Average/Poor Category will not be entitled for any PRP.


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6. The Moderation Committee will continue to Moderate the marks for individual performance rating Department-wise or Cadre-wise or Post-wise as may be decided by the Committee(s) for convenience, transparency and fair play for facilitating to draw the Bell Curve.
7. It has been approved to make the role of Accepting Authority more relevant, scientific and authentic and hence a new section has been added in the APRs of all group A&B officials. **The Accepting Authority may, however, increase or decrease the weighted score at his discretion with full justification in the relevant column meant for the Accepting Authority in the revised Performance Appraisal form.** Accordingly, copies of revised APR format (03 Nos.) applicable for all Group 'A & B' officials (below Board level) is enclosed for ready reference. The instructions contained in formats may be followed scrupulously by all concerned for filling the APRs.

It may be noted that the revised APR formats would be effective from the **ACR year 2015-16 & onwards**; wherein other guidelines may be applied for the **PRP year 2014-15 and onwards**. It is, therefore, requested that all concerned may go through the revised provisions of PMS scheme and make sure to fix the Key Performance Areas (KPAs) in the revised formats (for the current year) enclosed herewith.

Further, it is reiterated that targets fixation (KPAs fixation) in the month of April, Mid Year Review in October and Year End Review (closer of APRs) in the month of March/April next year may also be followed as per the requirement of the schedule.

(A.K. Sharma)
GM (Pers.)

24/9/15

Encl: As Above.

Distribution:-

1. All HODs, CWC, CO, New Delhi.
 2. All RMs / CC Heads.
 3. GM (System), CWC, CO, New Delhi with the request to upload the circular on CWC website.
- } For further circulation to
all Group 'A&B' Officials.

Copy to:-

1. PS to MD/SAM to Dir (Pers)/PS to Dir (Fin)/ PS to CVO CWC, CO, New Delhi.
2. CR Circular file.