

<p><b>प्रेषक:</b></p> <p>महाप्रबंधक (का.एवं प्रशा.)</p>	<p><b>सेवा में,</b></p> <ol style="list-style-type: none"> <li>1. सभी प्रभाग प्रमुख ।</li> <li>2. सभी आंचलिक प्रबंधक/प्रादेशिक परिचालन प्रबंधक/प्रभारी अधिकारी ।</li> <li>3. उप महा प्रबंधक (यांत्रिकी), सीएमसी, यू. कॉम्प्लेक्स, नागपुर ।</li> <li>4. सभी परियोजना प्रबंधक ।</li> <li>5. वरि. का. एवं प्रशा. अधिकारी, कें. मु. कक्ष, नागपुर ।</li> </ol>
<p>सं. एमईसीएल/पी एन्ड ए/ औ.सं./ ई(87)/12/1982</p>	<p>दिनांक : 04.05.2013.</p>

**Sub:- Schedule for submission of Performance Appraisal Report (PAR) for the year 2012-13 and finalization of Key Performance Areas (KPAs) for the year 2013-14**

Please find enclosed Copy of the Revised PAR format for the year 2012-13 along-with statement of percentage of ceiling of PAR's marks/grading which is to be used for giving the PAR marks in respect of executive is available in the LAN and on the MECL website [www.mecl.gov.in](http://www.mecl.gov.in) from where concerned Officer may download the same.

Further, a copy of the same is also enclosed to this communication which may be photocopied and distributed to the concerned Officers working under your control. Needful action on the issue should be initiated & completed as per schedule for submission of PARs for the 2012-13 & KPA for 2013-14 which is given below :

1.	Issue of revised PAR format for 2012-13	4 <sup>th</sup> May, 2013.
2.	Submission of self-Appraisal by the Officer to the Reporting Officer.	31 <sup>st</sup> May, 2013
3.	Submission of PAR Form after appraisal by the Reporting Officer to Reviewing Officer	10 <sup>th</sup> June, 2013
4.	Submission of PAR Form after reviewing by the Reviewing Officer to Accepting Authority.	20 <sup>th</sup> June, 2013
5.	Submission of PAR Form after appraisal by the Accepting Authority to the Nodal Officer i.e General Manager (Pers. & Admn.) Or Manager (P&A) IR, CHQ, Nagpur.	30 <sup>th</sup> June, 2013
6.	Finalization of KPA for 2013-14	31 <sup>st</sup> May, 2013

All HODs/ZMs/ROMs/PMs/OICs are requested to inform the date of finalization of KPAs for the year 2013-14 for self and of all officers under their control.

The Competent Authority may consider to accord additional marks if the schedule is adhered and finalization of Performance Appraisal Report (PAR) for 2012-13 and Key Performance Area (KPA) for 2013-14 are completed in time.

S.D.  
(आर.के.पाणिग्रही)

Encl: as above

महाप्रबंधक (का.एवं प्रशा.)

## Ceiling of PAR Marks/ Grading

It has been decided that while filling up the PAR's and rating the assesses, the following percentage ceiling of PAR marks/grading should be adhered :

<b>Executives (E-0 to E-3)</b>	
<b>PAR Grade</b>	<b>%</b>
81-100( Outstanding )	10-15%
61-80 ( Very Good )	40-60 %
41-60 (Good)	20-30%
21-40 (Average)	
0-20 (Poor)	10%

<b>Executives (E-4 and above )</b>	
<b>PAR Grade</b>	<b>%</b>
81-100( Outstanding )	10-15%
61-80 ( Very Good )	40-50 %
41-60 (Good)	Upto 15 %
21-40 (Average)	Upto 10 %
0-20 (Poor)	10%

The above grading % shall be maintained discipline and grade wise.

Statement showing PAR grading for the year \_\_\_\_\_.

Name of project /Establishment \_\_\_\_\_

Discipline:\_\_\_\_\_

Grade	Numbers of Executives					Poor	Remarks
	Grade-wise total	OS	VG	Good	Average		
E-0							
E-1							
E-2							
E-3							
E-4							
E-5							
E-6							
E-7							

Note : It has to be maintain by All HODs in their respective discipline.

MINERAL EXPLORATION CORPORATION LIMITED  
(A Govt. of India Enterprise)

PERS. & ADMN. DIVISION

Seminary Hills,  
Nagpur.

No. MEC/P&A/IR/C-(1)/CSR/2013-14/

Date: 03-05-2013.

**OFFICE-ORDER**

Sub: 1<sup>st</sup> meeting of 2<sup>nd</sup> Tier Committee for CSR & SD activities.

The 1<sup>st</sup> meeting of the 2<sup>nd</sup> Tier Committee for CSR & SD Activities is fixed on 7<sup>th</sup> May, 2013 at 3.00 P.M. in the chamber of General Manager (P&A), CHQ, Nagpur for effective implementation of CSR & SD activities for the year 2013-14.

All members are requested to make it convenient to attend the meeting as per above schedule.

S/Shri

- |  |                    |
|--|--------------------|
| 1. R.K. Panigrahi, GM (P&A)                    | - Nodal Officer.   |
| 2. V.K.S. Visen, GM(Exploration )              | - Member           |
| 3. Arun Goal, Dy. G. M. (Finance)              | - Member           |
| 4. Inder Singh, Dy. G.M. (Mining)              | - Member           |
| 5. S.M. Joshi, Dy.G.M.(Drilling)               | - Member           |
| 6. S.K. Varun, Manager (P&A), IR               | - Member Secretary |
| 7. Md. Mustaque, Project Manager,<br>Singrauli | - Special Invitee. |

(S.K. VARUN)  
MANAGER (P&A) &  
MEMBER SECRETARY

Distribution:

1. All concerned by name.
2. PS (C) to CMD, MECL, Nagpur
3. APS to D(F), MECL, Nagpur.
4. APS to D(T), MECL, Nagpur.

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<p>सं. एमईसीएल/पी एन्ड ए/ औ.सं./ ई(87)/ 12/</p>	<p>दिनांक : .03.2013.</p>

**Sub:- Key Performance Areas (KPA)s for 2012-13.**

Key Performance Areas (KPA)s for 2012-13 and the certificates thereof as requested vide our letter No. MEC/P&A/IR/E(77)/RTI/12/1442 dated 07-09-2012 and subsequent reminders time to time has since received.

At the next stage it was required to do the mid-year review, but due to late finalization of KPA, mid-year review could not be done.

However, we can proceed with the year-end performance review of 2012-13, based on the KPA finalized.

In this connection, year-end performance review format is enclosed for further necessary action and on completion of this exercise kindly intimate this office immediately.

Please note that one copy of the same in respect of all project based executives will be kept at their respective Zonal Office by their respective Zonal Managers. Similarly in respect of all executives of different discipline, one copy of their year-end performance review format will be kept by their respective HODs in their offices under intimation to us.

(एस.के. वरुण)  
 प्रबंधक (का.एवं प्रशा.) औ.सं.  
 कृते महाप्रबंधक (का.एवं प्रशा.)

प्रतिलिपी :

- 1 अप्रनि के वैयक्तिक सचिव (सी) ।
- 2 निदेशक (वित्त) के सहायक वैयक्तिक सचिव ।
- 3 निदेशक (तक) के सहायक वैयक्तिक सचिव ।

केवल आंतरिक पत्र व्यवहार के लिये

एमईसीएल

<p>प्रेषक:</p> <p>महाप्रबंधक (का.एवं प्रशा.)</p>	<p>सेवा में,</p> <ol style="list-style-type: none"> <li>1. सभी प्रभाग प्रमुख ।</li> <li>2. सभी आंचलिक प्रबंधक/प्रादेशिक परिचालन प्रबंधक/प्रभारी अधिकारी ।</li> <li>3. उप महा प्रबंधक (यांत्रिकी), सीएमसी, यू. कॉम्प्लेक्स, नागपुर ।</li> <li>4. सभी परियोजना प्रबंधक ।</li> <li>5. वरि. का. एवं प्रशा. अधिकारी, कें. मु. कक्ष, नागपुर ।</li> </ol>
<p>सं. एमईसीएल/पी एन्ड ए/ औ.सं./ ई(87)/ 12/</p>	<p>दिनांक : .03.2013.</p>

Sub:- Key Performance Areas (KPS) for 2013-14.

Please refer to our letter No. MEC/P&A/IR/E(87)/KPA/2013/816 dated 21-02-2013 on the above subject wherein you were requested to complete KPAs for the year 2013-14 in all respects and forward Completion Certificate to P& A Division by 31<sup>st</sup> March, 2013. You are requested to kindly expedite the same.

(एस.के. वरुण)  
 प्रबंधक (का.एवं प्रशा.) औ.सं.  
 कृते महाप्रबंधक (का.एवं प्रशा.)

प्रतिलिपी :

1. अप्रनि के वैयक्तिक सचिव (सी) ।
2. निदेशक (वित्त) के सहायक वैयक्तिक सचिव ।
3. निदेशक (तक) के सहायक वैयक्तिक सचिव ।
4. मुख्य सर्तकता अधिकारी/सलाहकार (मा.सं.) के सहायक वैयक्तिक सचिव ।