

From: General Manager (P&A)	To: 1. All HODs, MECL, Nagpur 2. DGM (Engg.)/DGM (Instru.)/DGM(Geophy.) 3. DGM (BD), New Delhi. 4. All ROMs/ZMs/Officer-in-charges, MECL 5. All Project Managers, MECL.
No: MECL/P&A/IR/E(87)/KPA/2014/1260	Dated 10 th March, 2014.

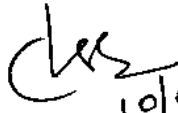
Sub: Key Performance Areas (KPAs) in respect of executives for the year 2014-15.

Key Performance Areas (KPAs) in respect of all executives are to be identified for the year 2014-15 at the beginning of the year 2014-15 in the enclosed format. The schedule of Key Performance Areas (KPAs) of the all executives for the year 2014-15 are as under:

Sl.No.	Particulars	Schedule
01.	To frame Key Performance Areas (KPAs) in respect of executives (E-4 & above grade)	15-04-2014
02.	To frame Key Performance Areas (KPAs) in respect of executives (E-0 to E-3)	30-04-2014
03.	Mid-year Review of Key Performance Areas (KPAs) in respect of all executives	15-09-2014

Please ensure that the identification of Key Performance Areas (KPAs) should be completed within the aforesaid schedule and intimation to be given to the I.R. Section of P&A Division, CHQ, Nagpur.

This may be given "Top Priority".


10/03/14
(Dr. C.S. Murthy)
Dy. General Manager (P&A)
For General Manager (P&A)

Encl: As above.

Copy to:

1. PS(C) to CMD, MECL, Nagpur
2. APS to D(T), MECL, Nagpur.
3. APS (C) to D(F), MECL, Nagpur.
4. APS (C) to CVO, MECL, Nagpur.

Employee Code No.

PART-I PERFORMANCE

A. PERFORMANCE PLAN AND MID YEAR REVIEW _____

Key Performance Areas together with measures/indicators and max. marks to be jointly agreed upon between the Appraiser and Appraisee at the beginning of the review period and then filled in the format given below:

PERFORMANCE PLAN		MID YEAR REVIEW (be reviewed in September)		
Key Performance Areas (KPA)	Measures/ Indicators	Maximum Marks	Actual Achievement (given by Appraisee)	Review (by Appraiser)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(Appraisee)
Date:

(Reporting officer at the time of approving KPA)
Date :

Signature of Appraiser (Initiating Officer)
Date: