

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

HR DIVISION

Seminary Hills,
NAGPUR – 440 006

No: MECL/HR/Policy/2018/1827

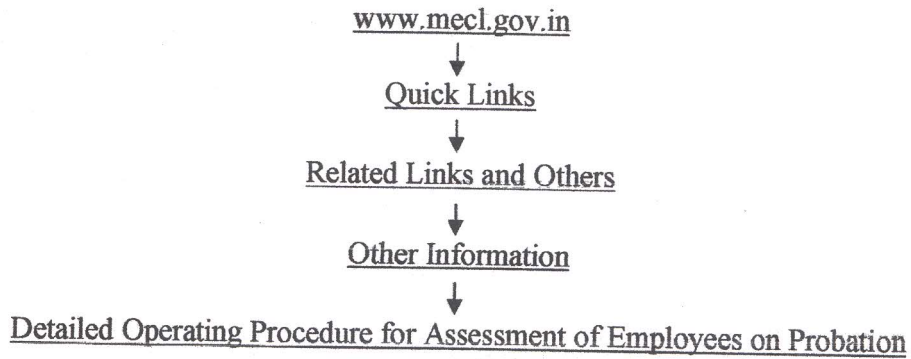
Date: 24.03.2018

CIRCULAR

Sub: - Detailed Operating Procedure for Assessment of Employees on Probation

We are pleased to inform you that a Detailed Operating Procedure with regard to assessment of work and conduct of Executives and Non-Executives during their probation period is prescribed to be effective for employees (i) upon appointment or (ii) upon promotion w.e.f. from 01.04.2018 i.e. FY 2018-19 and onwards.

A copy of the Detailed Operating Procedure is attached for ready reference and the same can be downloaded from the MECL Website from the following path:

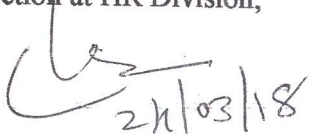


All Employees/Reporting Officers/Reviewing Officers are advised to adhere to the same.

In case of any clarification, please contact Performance Management Section at HR Division, Corporate Office, Nagpur(Phone: 0712-2510310 Ext.: 246)

This issues with the approval of the Competent Authority.

Encl.: As above


24/03/18
Dr. Ch. Sreerama Murthy
General Manager (HR)

Copy To:

1. CMD (I/C)
2. D(T)
3. D(F)
4. CVO
5. All GMs/HODs/DGMs
6. All ZMs/ROMs/PMs/OICs
7. All Notice Boards
8. DGM (IT) – for uploading the same on MECL website



MINERAL EXPLORATION CORPORATION LIMITED
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**DETAILED OPERATING PROCEDURE FOR
ASSESSMENT OF WORK AND CONDUCT OF
ALL EMPLOYEES ON PROBATION**

Human Resource Division

24.03.2018

1. OBJECTIVE

To prescribe a detailed procedure with regard to assessment of work and conduct of Executives and Non-Executives during their probation period.

2. SCOPE AND COVERAGE

This procedure shall cover all appointments/promotions to and within Executive and Non-Executive posts in the Company with effect from 01.04.2018 i.e. FY 2018-19 and onwards.

3. ASSESSMENT OF PERFORMANCE

3.1. The performance and conduct of all employees on probation shall be watched carefully and continuously.

3.2. Where it is found that a probationer is not making satisfactory progress or shows himself to be inadequate for the post in any way, the short-comings shall be brought to his notice by his Reporting Officer any time during the probationary period itself to enable him to make special efforts at self-improvement.

3.3. A Probation Assessment Report in the prescribed form (ANNEXURE-I) shall be prepared on the work and conduct of the employees at the end of their period of probation. The performance shall be evaluated as excellent/ very good/ good/ average/ poor for each of the seven performance parameters defined therein and shall be assigned 5/4/3/2/1 marks correspondingly.

3.4. A minimum benchmark of 21 marks shall be required to be scored by the employees in the assessment period for satisfactory performance. If the marks awarded are less than the benchmark i.e. 21 marks out of 35 in the assessment period, Accepting Authority may extend the probation period.

4. CONFIRMATION

4.1. Confirmation shall be based on the report mentioned in para 3 above.

4.2. Orders of confirmation of probation period shall be issued within six to eight weeks of the expiry of the probationary period.

4.3. An employee shall not be regarded as having been confirmed unless an order of confirmation has been issued.

5. EXTENSION OF PROBATIONARY PERIOD

- 5.1.** The period of probation may be extended, if work and conduct during the period of probation have not been satisfactory, based on the report mentioned in para 3.
- 5.2.** Probation may be extended not more than once, by a period not exceeding the initial probationary period for a period of 3/6/9/12 months as per discretion of Accepting Authority.
- 5.3.** The decision to extend the probation shall be communicated to the employees within six to eight weeks of the expiry of the initial probationary period. The employees shall also be counselled by his/her reporting officer regarding inadequacies/deficiencies observed in his performance and conduct to enable him to improve during the period of extended probation.

6. ACCEPTING AUTHORITY

- 6.1.** The Accepting Authorities under these rules are same as that of Annual Performance Appraisal report (APAR) for Executives and Annual Confidential report (ACR) for Non-Executives.

7. PROCEDURE

- 7.1.** The Reporting Officer shall fill the Probation Assessment Report within 15 days of the completion of the probation period and submit the same to HR Division for further processing.
- 7.2.** The HR Division shall process the case for the approval of the Accepting Authority and issue the letter for confirmation or extension of probation period within six to eight weeks of the expiry of initial probation period.

8. OTHERS

- 8.1.** The other points regarding probation as mentioned in the existing Board approved Recruitment rules and Promotion Policy will prevail.

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PROBATION ASSESSMENT REPORT

Assessment on work and conduct of Probationer/Trainee From _____ To _____

I. PERSONAL DATA

Name		Date of Birth	
Employee Code No		Designation	
Department / Division		Place of Posting	
Date of Promotion/Joining in the existing grade		Whether character and antecedent have been verified	
If any advisory letter(s) have been issued during the assessment period, mention nature & content of the same (e.g.: Unauthorized Absenteeism etc.)			

II. ASSESSMENT OF PERFORMANCE (To be filled by Reporting Officer)

Sl. No.	FACTOR	Excellent (5 Marks)	Very Good (4 Marks)	Good (3 Marks)	Average (2 Marks)	Poor (1 Mark)
1.	Job knowledge					
2.	Attendance & Punctuality					
3.	Conduct & Behaviour					
4.	Performance(Quantitative & Qualitative in relation to targets)					
5.	Initiative & Resourcefulness					
6.	Ability to work in a team					
7.	Cost consciousness					
SUB TOTAL MARKS						
GRAND TOTAL MARKS (Out of 35 marks)						
REMARKS (If any, whatsoever)						
Name, Designation & Signature with Seal						

III. RECOMMENDATIONS

COMMENTS OF REVIEWING OFFICER 1	
Agree/Not Agree with Marks at Point II If Agree, then same marks be awarded(Out of 35)	
If Not Agree at Point II, Marks to be awarded (Out of 35) with justification	
Recommended as Satisfactory upon Completion of Probation / Trainee period (Yes/No)*	
Name, Designation & Signature with Seal	

COMMENTS OF REVIEWING OFFICER 2	
Agree/Not Agree with Marks at Point II If Agree, then same marks be awarded(Out of 35)	
If Not Agree at Point II, Marks to be awarded (Out of 35) with justification	
Recommended as Satisfactory upon Completion of Probation / Trainee period (Yes/No)*	
Name, Designation & Signature with Seal	

COMMENTS OF ACCEPTING AUTHORITY	
Agree/Not Agree with Marks awarded by Reporting Officer/ Reviewing Officer 1/ Reviewing Officer 2. If Agree, then same marks be awarded(Out of 35)	
If Not Agree, Marks to be awarded (Out of 35) with justification	
Accepted as Satisfactory upon Completion of Probation / Trainee period (Yes/No)*	
Name, Designation & Signature with Seal	

NOTE

*If the marks awarded are less than the benchmark i.e. 21 marks out of 35, Probation may be extended by the Accepting authority for a period of 3/6/9/12 months as per his discretion

** In case of any doubts, refer Circular No. _____ dated _____