

कोल इण्डिया लिमिटेड

(महारत्न कंपनी)

(भारत सरकार उपक्रम)

नीति विभाग

'कोल भवन', प्रेमिस्ज सं.04 एमएआर,

प्लॉट सं.-एएफ-III, एक्शन एरिया-1 ए, न्यूटाउन, राजरहाट,

कोलकाता-700 156,

वेबसाइट: www.coalindia.in

सी आई एन सं. L23109WB1973GOI028844



5 DECADES OF UNEARTHING ENERGY

COAL INDIA LIMITED

(A Maharatna Company)

(A Govt. of India Undertaking)

Policy Cell

Coal Bhawan', Premises No.04-MAR,

Plot No-AF-III, Action Area -IA,

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CINNo.L23109WB1973GOI028844

Ref. No.: CIL/C5A(PC)/PMS/ 2426492/1490

Date: 17.09.2026

OFFICE MEMORANDUM

The Department of Public Enterprises (DPE), vide O.M. No. 5(1)/2018-MGMT dated 09.10.2023, has issued revised and consolidated guidelines for writing Annual Performance Appraisal Reports (APARs) of top management incumbents of CPSEs under SPARROW.

During implementation of the said guidelines for E8 and E9 grade executives of CIL and its Subsidiaries, clarification has been sought regarding the applicability of Clauses XIII(E) and XIII(F) relating to disposal of representations against Performance Appraisal Ratings. The issue is whether Clause XIII(F) provides a further stage of appeal against the decision of the Accepting Authority under Clause XIII(E) or applies only in the exceptional situation specified therein.

The matter has accordingly been examined, and the following is hereby clarified:

1. Disposal of representation by the Accepting Authority

As provided under Clause XIII(E), a representation submitted by an E8/E9 grade executive against his/her Performance Appraisal Rating under SPARROW shall be considered and decided by the concerned Accepting Authority.

The Accepting Authority shall consider the representation objectively based on the material placed before him/her and pass a self-contained speaking order. The Accepting Authority may reject the representation or accept the same and modify the PAR accordingly. The decision of the Accepting Authority and the final grading shall thereafter be communicated by the Nodal Officer in accordance with the procedure prescribed under Clause XIII(E).

2. Applicability of Clause XIII(F)

The mechanism prescribed under Clause XIII(F) is not a second-stage appeal in the normal course. It is applicable only in the exceptional situation where the Accepting Authority is also the Reporting and/or Reviewing Authority and the executive concerned is not satisfied with the review undertaken by such Accepting Authority.

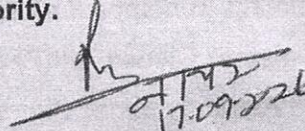
In such exceptional cases, the matter shall be referred to the Secretary, Ministry of Coal, for consideration in accordance with Clause XIII(F) of the aforesaid DPE guidelines. As provided therein, the representations are to be considered through a committee comprising 2 - 3 officers from the Board of Directors of the concerned CPSE (CIL or the concerned subsidiary), constituted by the Secretary of the concerned Administrative Ministry, and decided by the Secretary on the basis of the recommendations of the Committee.

3. Decision in Other Cases

In cases other than the exceptional situation covered under Clause XIII(F), the decision of the Accepting Authority on the representation under Clause XIII(E) shall be treated as final.

The above clarification shall be followed for disposal of representations against Performance Appraisal Ratings of E8 and E9 grade executives under SPARROW.

This issues with the approval of the Competent Authority.


General Manager (HR)/HoD
Policy Cell, CIL

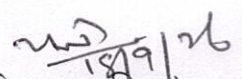
वेस्टर्न कोलफील्ड्स लिमिटेड
अधिकारी स्थापना विभाग, कोल इस्टेट, सिविल लाईन, नागपुर- 440001.

संदर्भ.संख्या.: WCL/PER/CRC/2980

दिनांक: 18th September '26

क्षेत्र/ विभाग में पदस्त अधिकारियों के बीच व्यापक सूचना एवं प्रसार के लिए अग्रेषित:-

1. समस्त क्षेत्रीय महाप्रबंधक, वेकोलि.
2. समस्त विभागाध्यक्ष, वेकोलि मुख्यालय.
3. महाप्रबंधक(खनन)-CA/ तक.सचिव- निदेशक(वित्त)/निदेशक(मासं)/निदेशक(तक)ओपि/निदेशक(तक)पीपी, वेकोलि मुख्यालय.
4. महाप्रबंधक(प्रणाली), वेकोलि मुख्यालय - WCL's की वेबसाइट पर अपलोड करने के अनुरोध के साथ.
5. सचिवालय— अ.प्र.नि/निदेशक(वित्त)/निदेशक(मासं)/निदेशक(तक)ओपि/निदेशक(तक)पीपी/मु.स.अ,वेकोलि मुख्यालय.


(राजेश कुमार सिन्हा)
महाप्रबंधक(मा.सं)/ अधि.स्था