



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise – Mini Ratna)

An ISO 9001:2008 Certified Company

CIN: U63023DL2007PLC165676

No. CRWC-I/PMS/2013-14 / 1756

Dated: 26.06.2014

Circular

With the approval of the Board of Directors, it has been decided to introduce the Performance Management System (PMS) in the company from Financial Year 2012-13 onwards.

In this connection, it was informed to all concerned that the KRA fixation exercise of all the Officials may be carried out by their Controlling Officers, very comprehensively/objectively and in case of any outstanding job; the same may be justified as per the rules, since PRP is to be linked with the Annual Performance.

Further, to ensure smoothness in carrying out the KRA evaluation exercise, following guidelines have been approved by the Competent Authority:

- I. While recording the achievement of targets against the set KRAs of any specific Official who is relieved during the month on transfer, repatriation etc., following points should be kept in mind:
 - For the relief of Official between 1st and 10th of the month, the achievement (physical, financial etc.) should be taken till the preceding month.
 - For the relief of Official between 11th and 20th of the month, the achievement (physical, financial etc.) should be taken as 50% of the current month.
 - For the relief of Official between 21st and the last day of the month, the achievement (physical, financial etc.) should be taken as 100% of the current month.

ILLUSTRATION for the Official relieved during June, 2014:

Financial/Physical Achievement for the Month of May 2014: Rs. 80 Lakhs & 200 Wagons

Financial/Physical Achievement for the Month of June 2014: Rs. 100 Lakhs & 300 Wagons



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise – Mini Ratna)

An ISO 9001:2008 Certified Company

CIN: U63023DL2007PLC165676

Record of monthly Financial/Physical achievement by Employee relieved between 1st and 10th June 2014 should be taken as NIL for the month of June'2014.

Record of monthly Financial/Physical achievement by Employee relieved between 11th and 20th June 2014 should be taken as Rs. 50 Lakhs and 150 Wagons (50% of the month of June'2014)

Record of monthly Financial/Physical achievement by Employee relieved between 21st and 30th June 2014 should be taken as Rs. 100 Lakhs and 300 Wagons (100% of the month of June'2014)

- II. In case of KRAs of the Officials working at Terminals, while calculating the times of turnover compared to Storage Capacity Average per Month, the stock of 65 MT per wagon should be taken for evaluation of total stock handled vis-à-vis number of wagons handled during the relevant period.

ILLUSTRATION:

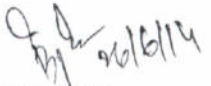
No. of wagons handled during the month = 200 wagons

Total Quantity handled during the month = 200 x 65 MT = 1300 MT

Standard storage Capacity = 12000 MT

Turnover of stock = 13000/12000 = 1.08

This shall be uniformly applicable to all RWCs in existing/future cases.


(P.K.Jain)
SE (E&A)

Distribution:

1. All H.O.D.s, CRWC, CO, New Delhi
2. All Terminal Managers, CRWC
3. IT Dept. – for upload on website

Copy to:

PS to MD, CRWC, CO, New Delhi