





पंजीकृत कार्यालय: खिनज भवन, 10-3-311/ए, कैसल हिल्स, मासाब टैंकल, हैदराबाद - 500 028

Regd. Office: 'Khanij Bhavan' 10-3-311/A, Castle Hills, Masab Tank, Hyderabad-500 028 मीआईपन CIN: L13100TG1958G0I001674

No.: 1(86)/PMS/2023-24

Dated: 24.08.2023

CIRCULAR

Sub: Setting of Key Performance Areas in Performance Management System (PMS) through SAP in respect of Jr. Officers and Executives up to GM (M-9 grade) for the Appraisal year 2023-24 - reg.

With reference to above, provision has been made to record KPA in online Performance Management System (PMS) through SAP for the Appraisal Year 2023-24 in respect of Jr. Officers and Executives up to General Manager (M-09) as mentioned below:

Opening Dat Appraisee KI		Closing Appraise	Date e KPA		Time ing	for
Date	Time	Date		Time	2	
24.08.2023	10.00 AM	07.09.202	23	12.0	O Mid ni	ght

All the Appraisees are requested to complete the KPA Setting during this period, without fail, for the Appraisal Year 2023-2024.

The concerned Organization Development Officers (OD Officers) are advised to coordinate and facilitate for smooth implementation of online Appraisal system through SAP.

This issues with approval of the Competent Authority.

(Sudhanshu Verma) DGM (Pers.)

Copy to:

- 1. All Heads of Projects/Units/ROs.
- 2. All HoDs at Corporate Office/R&D Centre.
- 3. SO(T) to CMD for kind information.
- 4. SO(T) to All Directors /C.V.O. for kind information.