

**THE STATE TRADING CORPORATION OF INDIA LIMITED, NEW DELHI  
(PERSONNEL DIVISION)**

F. No: STC/CO/PER/PMS/09021/2023-24

Date: 04.03.2024

CIRCULAR NO: PMS/ 01/2024

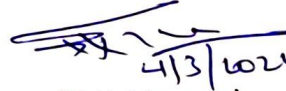
**Subject: Instructions for KRA Setting for the Assessment Year 2023-24 in Online Performance Management System for Grade E1 to E8**

The online system for Performance Management System for 2023-24 is now live and is ready for use.

2. The system can be accessed using the following link:  
<https://stcapps.mindgbls.com/PMS>
3. The systems can be accessed using web browser: Internet Explorer (version 8.0 and above).
4. The 'User Name' and 'Password' for PMS would be the same as used for 2022-23 appraisal.
5. Employees are requested to check their Reporting Officer only by accessing the above application. For any discrepancy in the Reporting Officer, the same may be reported at [etika.sethi@stclimited.co.in](mailto:etika.sethi@stclimited.co.in) OR [priiti.sagar@stclimited.co.in](mailto:priiti.sagar@stclimited.co.in) latest by 07<sup>th</sup> March, 2024. **As far as change in Reviewing/Accepting Authorities are concerned that will be taken care-off by Personnel Division.**
6. The last date for Finalization of targets and relative weights (KRA setting) by the Reporting Authority in consultation with the appraisee for the Assessment Year 2023-24 is **15<sup>th</sup> March, 2024.**
7. Following officials may be contacted for any assistance/ clarification:
  - a) Shri S.K.Meena, JGM(Personnel) & Nodal Officer
  - b) Ms. Etika Sethi, Manager (Personnel)
  - c) Ms. Priti Sagar, Deputy Manager (Personnel)



8. All Divisional Heads and Head of Representative Offices are required to follow the instructions meticulously and direct all executives under their charge to complete the KRA setting for the AY 2023-24 by **15<sup>th</sup> March, 2024**.



(S K Meena)

JGM (Personnel) &  
Nodal Officer

Copy to (by E-mail)

- All concerned