

## कोल इण्डिया लिमिटेड

10, नेताजी सुभाष रोड, कलकत्ता-700 001, W. B.  
फोन : 033 248 8099, ग्राम : कोल इण्डिया  
फैक्स : 033-243 5318  
इमेल : telecil@cal2.vsnl.net.in  
वेबसाइट : www.coalindia.nic.in



## Coal India Limited

10, NETAJI SUBHAS ROAD, CALCUTTA-700 001, W. B.  
PHONE : 033 248 8099. GRAM : COAL INDIA  
FAX : 033-243 5316  
E-MAIL : telecil@cal2.vsnl.net.in  
WEBSITE : www.coalindia.nic.in

No. CIL/Admn/HH-Retired employees/ 960 /2010

May 27, 2010

### C I R C U L A R

#### Sub: **Allotment of CIL's Holiday Homes to retired employees of CIL & its Subsidiary Companies.**

It's a pleasure to inform that after detailed deliberations, Competent Authority of Coal India Limited, Kolkata, has been agreed to extend the facility for allotment of CIL's seasonally maintained Holiday Homes to retired employees of CIL & its Subsidiary Companies in the following three places. Details of contract period & rates of different Holiday Homes with CIL for under mentioned three places are as per the circular No. CIL/GS/HH/3.3/2009/533 dated 05.11.2009 and as amended from time to time.

1. **Nainital**
2. **Goa**
3. **Haridwar**

The methodology for allotment of the Holiday Homes are as under :

#### **Allotment :**

1. One room will be allotted per Ex. Employees for one destination once in a year for a maximum period of 4(four) days.
2. Booking of Holiday Home will be opened 75 days in advance from the date of occupation and will be on first cum first serve basis along with regular employees.
3. Application should be accompanied by DD/Pay order/Cash Receipt. Booking is not transferable. Payment would be made by DD/Pay Order drawn in favour of Coal India Limited, payable at Kolkata or by cash deposited at CIL(Hqrs) Cash Dept., Kolkata.
4. Charges payable by Ex employees would be same as applicable to regular employees of the Company and as determined by CIL Hqrs from time to time.

**Procedure of Application :**

1. Name, Ex-designation, employee Number and last place of posting should be mentioned in the application in Block Letters.
2. Full residential address/ mailing address with contact number should be clearly written in the application.
3. A copy of Proof of Photo Identity of the Ex. Employees should be submitted along with the application.
4. Name and relationship of the persons accompanying the retired employees should be declared.

**Cancellation:**

1. In case of cancellation, a written request for cancellation should reach at least 7 days in advance from the date of the commencement of occupation, in the office of the Head of the Division(Admn-A), Coal India Limited, "Coal Bhawan", 10, Netaji Subhas Road, 2<sup>nd</sup> Floor, Kolkata – 700 001. No verbal/ telephonic request will be entertained.

Detailed procedure and application form can be down loaded from the CIL website.

A format of application is enclosed herewith for ready reference.

(Santanu Mukhopadhyay)  
Head of the Division(Admn-A)

Encl : Format for application

**Distribution :**

The CGM(Welfare), CIL, 10, NS Road, Kol-1  
The GM(Welfare), ECL, Sanctoria/ BCCL, Dhanbad/CCL,  
Ranchi For circulation.  
The GM(Welfare), NCL, Singrauli/SECL, Bilaspur/WCL,  
Nagpur  
The GM(Welfare), MCL, Sambalpur

The General Manager(Personnel), CMPDIL, Gondwana  
Palace, Kanke Road, Ranchi

The General Manager, NEC, Margherita, Assam.

The General Manager(Admn), CIL, Scope Minar, Laxmi  
Nagar District Centre, Delhi – 10 092

The CGM(S&M), CIL, 15, Park Street, Kol-16 For information  
please.

The GM(Telecom), CIL, Kolkata - with a request to please up load at CIL's  
website for wide circulation(CD enclosed).

Copy to : CGM/TS to Chairman

**APPLICATION FORM FOR ALLOTMENT OF CIL'S HOLIDAY HOME  
TO RETIRED EMPLOYEES OF CIL & ITS SUBSIDIARY COMPANIES**

To  
The Head of the Division(Administration-A),  
Administration Department, Coal India Limited,  
10, Netaji Subhas Road,  
Kolkata – 700 001

Dear Sir,

Kindly arrange reservation of 1(One) Room at CIL's Holiday Home at  
..... for ..... Days from..... to .....  
for the undersigned.

1. Name & Ex. Designation :  
(In Block letters)
2. Employee Number :
3. Last place of posting :
4. Full residential/ mailing address :  
with contact number
5. Proof of Photo Identity of Ex. :  
Employees.
6. Name & relationship of the :  
persons accompanying the  
retired employee.
7. Payment details :

Yours faithfully,

.....  
Signature with date.

Encl : DD/Pay Order/Cash Receipt & Proof of Photo Identity

**For office use only:**

HH at ..... Sl. No.....

Room No..... from.....

To..... & amount paid Rs.....

By.....

\_\_\_\_\_  
Signature of HOD(Admn-A),CIL