



**A Maharatna Company**  
COAL BHAWAN  
PREMISES NO.04 MAR, PLOT NO.AF-III  
COAL INDIA LIMITED  
ACTION AREA-1A, NEW TOWN, RAJARHAT  
KOLKATA – 7000163 TEL : (033) 23244157  
Mob No. 9508121257  
Email : cil.holidayhome@gmail.com

Ref. No. CIL/GS/HH/2022/ 189

Date :- 13.01.2023

**CIRCULAR**

The present status of different Holiday Homes maintained by Coal India Ltd. is as under :

Name of the Holiday Home	Address	Period of contract	No of Rooms	Amount of Perquisite/ room/day in Rs.
<b><u>PURI</u></b> HOTEL SUV PALACE	New Marring Drive Road. Orissa Puri - 01	01.01.2023 to 31.12.25	5 (AC)	1528.80 - 400 =1128.80
<b><u>DARJEELING</u></b> HOTEL NIRVANA	Near Rajbhawan Mall Road Darjeeling – 734101	16.12.2022 to 15.12.2023	4 (Non -AC)	2184 - 400 =1784/-

All employees (existing and Ex-employees) of CIL & it's Subsidiary Companies are entitled for availing Holiday Homes as per following norms :

1. Application should be made in prescribed format (separate for existing & retired employees) along with the declaration detailing family members.
2. Application should be forwarded through the Controlling Officer of the respective employees
3. It should be accompanied by a “Demand Draft/Cheque” drawn in favour of **Coal India Limited** for the full amount of room rent of Rs. 400/- per room per day.
4. Complete application with contact number should be sent to General Manager (Administration), Coal Bhawan, Premises NO. 04 MAR., Plot No. AF- III, Coal India Ltd. Action Area- 1A, New Town Rajarhat, Kolkata – 7000156.

  
13/01/23,  
General Manager (Admn.)  
COAL INDIA LIMITED  
New Town, Rajarhat,  
Kolkata - 700 156



Contd. 2

**It may please be noted that :-**

- One employee may book for a maximum period of 3 (Three) days in one Holiday Home for self and his/her family members only.
- Maximum 02 (Two) rooms may be allotted to an employee once in a calendar year for a particular place.
- Booking is commenced 75 days in advance only prior to the actual date of reservation.
- The booking is not transferable to any other location and transfer of booking to outsider will be treated as misconduct as per rule.
- In case an employee booked Holiday Home but do not cancel before 07 (Seven) days of actual stay, in such case the booking amount will not be refunded.
- Employees are requested to give their EIS/PIS code mobile phone No/Contact number Email ID and place of posting in the application.
- An employee can avail maximum 03 (Three) places in a calendar year..
- **Allottee should carry Photo identity, the copy of which may be preserved by the Hotel.**

Sd/-  
S.K. Bhagat  
General Manager )Admn)

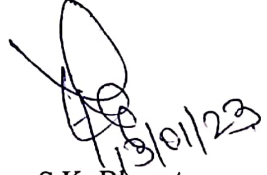
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1. ED (Co-ord)/TS to Chairman, CIL
2. E.D (Pers), CIL Kolkata.
3. TS to Dir (P&IR), CIL Kolkata.
4. GM (System), CIL, Kolkata with a request to up load the same at CIL's website for wide circulation and to remove the previous orders.

  
S.K. Bhagat  
General Manager (Admn)  
General Manager (Admn.)  
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New Town, Rajarhat,  
Kolkata - 700 156