



COAL INDIA LTD.
10, N.S. ROAD,
KOLKATA- 700 001

Ref.No. CIL/GS/HH/3.3/2009/533

Date: 05.11.2009

C I R C U L A R

Present updated status of different Holiday Home of CIL is as under:

Phone/Fax No	Name of Holiday	No of Rooms	Room Charge per day/room	Period of contract
Tel. 06752-231307/347 Fax. No. 06752-230348	<u>PURI</u> Hotel Asian Beach Resort, New Marine Drive Road Baliapanda, Swaragadwar. Puri-01, Orissa	5(AC)	Rs.150/-	19.12.2007 To 18.12.2009 (Expected to be extended for further two years)
Tel. No. 0832-2228305/8405/4412 Fax. No. 0832-2223231	<u>GOA</u> Hotel Manvin's Municipal Gardens/ Church Square, Panjim, Goa	2(AC)	Rs.200/-	01.10.2009 To 31.03.2010
Tel No: 01334 -226501, 266014 Fax No. 01334 - 22489	<u>Haridwar</u> Hotel Manasaarover International, Upper Road, Haridwar -249	2 (AC)	Rs.150/-	01.10.2009 To 31.12.2009 & 01.05.2010 To 31.07.2010
Tel.No.05942 - 235432/37176 09927772399(M) 09837206600(M)	<u>Nainital</u> Hotel Shalimar, The Mall, Nainital, Uttara Anchal, Pin No. 263 001	2(Non-AC)	Rs.100/-	16.11.2009 To 31.12.2009 01.03.2010 To 31.05.2010
Tel. No.03320-266235/246	<u>Digha</u> Hotel Sea Hawk, P.O. Digha Dist. East Midnapore West Bengal	4 (Non-A.C.)	Rs.100/-	16.11.2009 To 15.11.2010

Employees desirous of availing this facility may please follow the following procedure: -

- (1) Application should be made in the prescribed formats along with the declaration detailing family members enclosed as Annexure I & II.
- (2) Application should be sent through Controlling Officer.

Conntd.02

- (3) It should be accompanied by a “ demand draft” drawn in favour of Coal India Limited for the full amount or the full amount may be deposited to CIL Cash Office on any working days between 10.00 a.m. to 12.30 p.m.
- (4) It should be sent to HOD (Admn-A), CIL

It may please be noted that

- Maximum days of booking – 4 (Four) days
- Booking will be processed only 75 days prior to the actual date of booking.
- Only one room will be allotted to an employee.
- The booking is not transferable. Transferring booking to outsider will be treated as misconduct as per rules

(Santanu Mukhopadhyay)
HOD- (Admn.)-A

Note:

This superseded all earlier Circulers

Copy to: GM (Welfare), ECL, Sanctoria/BCCL, Dhanbad /CCL, Ranchi
GM (Welfare), NCL, Singrauli/ SECL, Bilispur/WCL, Nagpur
GM (Welfare), MCL, Sambalpur.
GM (P), CMPDIL, Ranchi, / GM, NEC, Margherita, Assam

} Requesting to circulate to all employees

Chief General Manager (S&M), CIL, 15, Park Street, Kol-16
Chief General Manager (Welfare) CIL, 10.N.S. Road, Kol-01 – For Kind information Pl.

C.C to: GM (Telcom), is requested to up load at CIL’s website for wide circulation (CD enclosed)

APPLICATION FORM

To,
The HOD (Admn.)-A,
Admn. Dept, CIL (Hq),
10, NS Road, Kolkata- 700 001

(THROUGH PROPER CHANNEL)

Dear Sir,

Kindly arrange reservation of ONE Room at CIL’s Holiday Home at.....

For..... days from to

for the undersigned and/ family. Details of payment to be made by me may kindly be intimated.

The above booking will be availed by me/my direct family members only.

Yours faithfully,

Dated: -

Signature

Name.....

Designation.....

Full Office address.....

.....

.....
Signature of controlling officer with Designation

(Provisional booking accepted subject to the following)

HH AT..... SL.No.....

Room No..... From..... To.....

Paid Rs..... By.....

(For Office Use)

- Note:
1. The above request for booking will become invalid, if payment of booking money is not received within seven days from the date of receipt of this request.
 2. Confirmed booking can be cancelled with prior notice, in exceptional circumstances.
 3. Provision of Circular No.CIL/GS/HH/GEN/3.0/96 dated 28.05.96 will apply to this booking.

कोल इण्डिया लिमिटेड

10, नेताजी सुभाष रोड, कलकाता - 700 001, W. B.
फोन : 033 248 8099, ग्राम : कोल इण्डिया
फैक्स : 033 243 5316
इमेल : telecil@cal2.vsnl.net.in
वेबसाइट : www.coalindia.nic.in



Coal India Limited

10, NETAJI SUBHAS ROAD, KOLKATA-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

संदर्भ संख्या : Ref. No.....

तिथि Date.....

I hereby declare that my family members like to enjoy the Holiday Home of CIL at
..... The following are my family members whose names are quoted below:

- 1.
- 2.
- 3.
- 4.

Signature of Employee.