

**कोल इंडिया लिमिटेड/  
Coal India Limited**

हजारत कंपनी/ A MAHARATNA COMPANY;  
(भारत सरकार का उपक्रम/ A Govt. of India Enterprise)  
"कोल भवन"/ "Coal Bhawan"  
प्रेमाहज़ नं० 04, एमएआर प्लॉट नं० ए एफ-III  
Premises No. 04, MAR Plot No. AF-III  
एक्सन दरिया, ए, न्यू टाउन, राजारहट  
Action Area-1A, New Town, Rajarhat  
कोलकाता-700 156 (पश्चिम बंगाल)  
Kolkata-700156 (West Bengal) (An ISO 9001:2015, ISO 50001:2011 and ISO 14001:2015 Certified Company)



महारातकंपनी  
A Maharatna Company



**कार्मिक विभाग/  
Personnel Department  
नीति सेल/ Policy cell**

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फैक्स सं/ Fax: 033 2324 4100  
वेबसाइट/Website-www.coalindia.in  
CIN:L23109WB1973GOI028844

Ref.: CIL/C-5A(PC)/Leave Rules/250

Date: 11.09.2019

**OFFICE MEMORANDUM**

**Sub: Clarification regarding credit of HPL & EL under Coal India Executive Leave Rules**

In the background of the ERP Implementation, clarification was sought under clause 7.3.2 and clause 7.4.2 of Coal India Executive Leave Rules regarding credit of HPL & EL in fractions if an Executive join/separates in the middle of the year. In view of maintaining the uniformity across Subsidiaries, the following is clarified:

In all the cases, HPL & EL are to be credited after rounding off to the nearest integer value i.e. if the fraction comes below 0.50, then it would be rounded off to the next lower integer value & if it comes to 0.50 & above, then it will be rounded off to the next higher value.

When an Executive joins/separates in the middle of the month i.e. in the first half of the month, HPL & EL are to be credited for that calendar month and if he /she joins in the second half of the month, then the same will not be credited for that particular month i.e.

Joining month	Credit of HPL for the half of the year		Credit of EL for the half of the year	
	Join/separates in the first half of the month	Join/separates in the second half of the month	Join/separates in the first half of the month	Join/separates in the second half of the month
January/ July	10	8	15	13
February/ August	8	7	13	10
March / September	7	5	10	8
April / October	5	3	8	5
May / November	3	2	5	3
June / December	2	0	3	0

This issues with the approval of the Competent Authority.

  
(P.V.K.R.M. Rao)

General Manager (Pers/Policy Cell)

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- 4) Director(P), ECL/BCCL/CCL/NCL/SECL/WCL/MCL/CMPDIL
- 5) GM/TS to Chairman, CIL

**Copy to (through email):**

- 1) GM/HOD (P/EE), CIL/ECL/BCCI/CCL/NCL/SECL/WCL/MCL/CMPDIL
- 2) CFO, CIL
- 3) GMs/HODs, CIL
- 4) GM (ERP), CIL- in reference to clarification sought for finalizing the Global Business Blue print
- 5) GM, New Delhi office
- 6) GM / HOD (IICM)
- 7) GM, NEC
- 8) GM (System), CIL- with a request to please upload the same in CIL website for information of all concerned.
- 9) Master File