



(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/Leave Rules/ 251

Date: 17.09.2019

## शुद्धिपत्र


### विषय: Clarification regarding credit of HPL & EL under Coal India Executive Leave Rules

In partial modification of Office Memorandum No. CIL/C-5A(PC)/Leave Rules/250 dated 11.09.2019 regarding the subject matter, the 3<sup>rd</sup> para of the same shall be read as follows:

*When an Executive joins 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	
	Joining in the first Half of the Month	Joining in the second half of the month	Joining in the first Half of the Month	Joining 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

The other provisions of the said Office Memorandum remain unaltered.

  
(पी.वी.के.आर.एम. राव)  
महाप्रबंधक (कार्मिक/नीति)

### ई-मेल के माध्यम से वितरण:

1. D (P&IR)/ D (F)/ D (T)/ D (M), CIL
2. CMD, ECI/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
3. CVO, CIL
4. Director (P), ECI/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL
5. Director (T/RD&T), CMPDIL
6. GM/TS to Chairman, CIL
7. GM/ HoD (P/EE), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
8. GM(F)/c, CIL

9. GM, New Delhi Office
10. GM/ HoD(IICM)
11. GM, NEC
12. GM (System), CIL – with a request to upload the same in CIL website for information to all concerned.