



Coal India Limited
10, N.S. Road,
Kolkata - 700 001

Ref. No. CIL/GS/HH/2014/597

28.01..2014

CIRCULAR

Further to this office circular No. CIL/GS/HH/2013/455 ,dated 11.11.2013 the present updated status of different Holiday Homes maintained by Coal India Ltd is as under:

Phone/Fax No.	Name of the Holiday Home	No of Rooms	Room Charges 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/-	01.02.2013 to 31.03.2014
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/-	16.11.2013 To 15.11.2014
Tel No.01991-232100/ 232111 Fax - 01991-233044	<u>KATRA</u> Hotel Subhas International Bangana Road, Katra- 182 301 Jammu & Kashmir	2(AC)	Rs.150/-	01.05.2013 to 30.04.2014
Tel No.0145-2425519/ 2623859/2628591 Fax - 0145-2626333	<u>AJMER</u> Hotel Embassy, Opp. City Power House Jaipur Road, Ajmer Rajasthan- 305 001	2(AC)	Rs.150/-	01.05.2013 to 30.04.2014
Tel No.05942-237176 Fax - 05942-238315	<u>NAINITAL</u> Hotel Shalimar, The Mall, Nainital Uttara Anchal-263 001	2(Non-AC)	Rs.100/-	01.02.2013to 31.01.2014

Employees desirous of availing the facility should observe the following procedure: -

All employees of CIL & it's Subsidiary Companies are entitled for availing Holiday Homes

1. Application should be made in prescribed formats along with the declaration detailing family members as per Annexure I & II already circulated
2. Application should be forwarded through the Controlling Officer of the respective employees
3. It should be accompanied by a "Demand Draft" drawn in favour of Coal India Limited for the full amount. For CIL (HQ) employees, CBS (Core Banking Service) cheque will also be accepted.
4. Complete application with contact number should be sent to Dy. General Manager (Admn-A), CIL, 10, NS Road, Kolkata – 700 001

Contd...2.

It may please be noted that

- One employee may book for a maximum period of 4 (Four) days in one Holiday Home.
- Only one room is allotted to an employee and once in a 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. Transfer of booking to outsider will be treated as misconduct as per rule.
- Employees are requested to give their mobile phone No/Contact number in the application.
- **Allottee should carry Photo identity, the copy of which may be preserved by the Hotel.**

Sd/-

(Santanu Mukhopadhyay)
Dy. General Manager (Admn -A)

Distribution:

The GM (MP&IR/Welfare), CIL, Kolkata.

The GM (Welfare), ECL, Sanctoria/BCCL, Dhanbad /CCL, Ranchi,
The GM (Welfare), NCL, Singrauli/ SECL, Bilispur/WCL, Nagpur,
The GM (P), CMPDIL, Ranchi, / The GM, NEC, Margherita, Assam,
The General Manager, CIL Centralised Coal Cadre Cell, Gondwana Place,
Kanke Road, Ranchi.

- With a request
for wide circulations.

The General Manager (S&M), CIL, 15, Park Street, Kol-16

Copy to:

1. CGM/TS to Chairman, CIL
2. GM (Telcom), CIL, Kolkata with a request to up load the same at CIL's website for wide circulation (DVD enclosed).

(Santanu Mukhopadhyay)
Dy. General Manager (Admn -A)