

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)

कोल् भवन "COAL BHAWAN"

PREMISES NO: 04, MAR, PLOT NO: AF-III  
ACTION AREA-1A, NEW TOWN, RAJHARHAT  
KOLKATA-700156 (WB)



महारत्न कंपनी

**A Maharatna Company**

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

**PERSONNEL DIVISION**  
**POLICY CELL**

E-MAIL: cjuster.cil@coalindia.in

TEL: 033-7110 4227

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

CIN:L23109WB1973GOI028844

Ref. No. CIL/C5A (PC)/2097

Date: 18.05.2017

**OFFICE MEMORANDUM**

**Sub: Amendments in the Coal India Executive Leave Rules - 2010**

The CIL Board of Directors, in their 340<sup>th</sup> meeting held on 02.05.2017, accorded approval for the following amendments to the Coal India Executive Leave Rules - 2010.

Accordingly, the provisions of the Coal India Executive Leave Rules - 2010 shall stand amended, as below, with immediate effect.

Clause No.	Existing Provision	Approved Amendment
7.1.7	(New Provision)	Departmental candidates joining in Executive cadre before 30 <sup>th</sup> June will be entitled to 1-day casual leave in addition to the 11 days in his credit.
7.2(l)	(New Provision)	Leave upto a maximum of 90 days may be granted to an aggrieved female Executive on the recommendation of the Internal Committee during the pendency of inquiry under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
7.4.5	(New Provision)	Non-Executives joining Executive cadre are required to exhaust their sick leave before availing HPL.
7.4.6	(New Provision)	No additional HPL will be credited to Non-Executives in the calendar year of their joining in Executive cadre.
7.15	(New Provision)	<b>Paternity Leave</b> A male employee may be granted paternity leave on full pay for a period of 15 days during confinement of his wife, i.e. upto 15 days before or upto six months from the date of delivery of the child, based on documentary evidence. In case this leave is not availed, it will be treated as lapsed. Paternity leave, however, will not be granted for the period of third confinement.

12.3.13	<p><b>Computing the rate of Earned Leave Encashment</b> For computing the rate of encashment, basic pay including non-practicing allowance, if any, and dearness allowance only will be included. All other allowances viz. HRA, Coalfield Allowance, Charge Allowance, Underground Allowance, etc. will be excluded.</p>	<p><b>Computing the rate of Earned Leave Encashment</b> For computing the rate of encashment, basic pay and dearness allowance only will be included. All other allowances viz. HRA, Coalfield Allowance, Charge Allowance, Underground Allowance, NPA etc. will be excluded.</p>
12.5.2	<p><b>Computing the rate of half pay leave encashment</b> While making payment of encashment of Half Pay leave, half of the basic pay, proportionate NPA, if applicable, with full DA upto maximum period of 300 days is to be taken into account.</p>	<p><b>Computing the rate of half pay leave encashment</b> While computing payment of encashment of Half Pay leave, half of the basic pay and DA computed on half of the basic shall be taken.</p>
13	<p><b>Leave entitlement/ Leave encashment of Management Trainees</b> Management trainees who are appointed in regular pay scale will be entitled to casual leave, earned leave, half pay leave and commuted leave at par with the regular executives.</p>	<p><b>Leave entitlement/ Leave encashment of Management Trainees</b> Management trainees who are appointed in regular pay scale will be entitled to casual leave, earned leave, half pay leave, commuted leave, maternity leave and paternity leave at par with the regular executives.</p>

This is for information and implementation by all concerned.

*(Charles Juster)*  
18/09/2017

Dy. General Manager (P/PC)

**Distribution:**

1. The CMD, ECL/BCCL/CCL/NCL/WCL/SECL/MCL/CMPDI
2. The Director (P&IR)/ Director (M)/Director (F)/ Director (T), CIL
3. The CVO, CIL
4. The Director (P), ECL/BCCL/CCL/NCL/WCL/SECL/MCL
5. The Director (T/ES), CMPDIL
6. The ED, IICM
7. The GM/TS to Chairman, CIL
8. The GM(P/EE), CIL/ The GM/HOD (P/EE), ECL/BCCL/CCL/NCL/WCL/SECL/MCL
9. The GM (System), CIL: with a request to upload the same in CIL website under circulars – soft copy emailed.
10. The GM, NEC, Margherita