

कोल इंडिया लिमिटेड

(महारत्न कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्रेमाङ्ग नं. 04, एमएआर प्लॉट नं. ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहत

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(A MAHARATNA COMPANY)

A Govt. of India Enterprise

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

Ref. No.: CIL/C-5B/JBCCI-X/SC/Standardization of Leaves/29

Dated: 11.02.2021

OFFICE MEMORANDUM

Sub: Standardization of Leaves for Non-Executive Cadre Employees of CIL/Subsidiaries

In line with the deliberations held and decisions taken, on the above mentioned subject, in the 11th Meeting of Standardization Committee of JBCCI-X held on 23.01.2021 at Ranchi, guidelines for Standardization of Leaves for Non-Executive Cadre Employees of CIL/Subsidiaries and allied establishment/Units are enclosed herewith for uniform implementation w.e.f. 01.01.2021.

Encl: As above

A. K. Choudhary
11/2/2021

(A. K. Choudhary)

General Manager (MP & IR)

Distribution: -

1. All members of Standardization Committee of JBCCI-X
2. CMD - ECL/BCCL/CCL/WCL/NCL/MCL/SECL/CMPDIL
3. GM (P/IR) - ECL/BCCL/CCL/WCL/NCL/MCL/SECL
4. GM (P & A) - CMPDIL
5. GM - NEC
6. GM CIL, New Delhi
7. GM (Admin.), CIL
8. GM (System), CIL- with a request to upload on website of CIL
9. GM (Finance), CIL
10. Regional Sales Manager - RSO Chennai, Mumbai

Copy for information to: -

1. ED (Coordination)/TS to Chairman, CIL
2. TS to Director (Technical)/Director (Finance)/Director (Marketing)/Director (P & IR)

Guidelines for Standardization of Leaves for Non-Executive Cadre Employees of CIL/Subsidiaries and allied Establishments/Units

1. Casual Leave (CL)

i. Maximum No. of days for which CL can be granted/availed at a stretch

CL shall usually be granted for maximum 4 days at a stretch. However, for genuine reasons, in case the incumbent concerned is not a habitual absentee, it may be granted up to 7 days at a stretch with prior approval of the Competent Authority.

ii. Basis of calculation for crediting CL to Non-Executive Cadre employees [including Cat.I (Trainee)] appointed in between the year

CL shall be credited on proportionate basis to employees joining in between the calendar year as per below details: -

If joins in	No. of CL to be Credited (in one calendar Year)
January- February	11
March-April	09
May-June	07
July- August	05
September-October	03
November-December	02

iii. Basis of calculation for crediting CL to employees retiring during the mid of the calendar year

Proportionate crediting CL as per below details: -

If retires in	No. of CL Credited (in one calendar Year)
November-December	11
September-October	09
July-August	07
May-June	05
March-April	03
January-February	02

iv. CL cannot be clubbed with any other kind of leave except Restricted Holiday (RH) as per applicability.

v. Intervening Holidays/Off days are not included in CL

vi. No Half Day CL can be granted

2. Restricted Holidays (RH) wherever applicable

Establishments where Non-Executive cadre employees are allowed to avail RH, RH shall be allowed on proportionate basis;

- i. To employees joining in between the calendar year: -

If joins in	No. of RH to be allowed (in one calendar Year)
January- June	2
July- December	1

- ii. To employees retiring in between the calendar year: -

If retires in	No. of RH to be allowed (in one calendar Year)
January- June	1
July- December	2

3. Earned Leave (EL)/Annual Leave (AL) with Wages

i. Limit Regd. Earned Leave

There would be no limit (maximum/minimum) in no. of days for granting/availing Earned Leave subject to the leave balance available to the employee concerned. No Half Day EL shall be granted.

ii. Basis of calculation for crediting EL to employees appointed in between the year

As per the Mines Act, 1952

iii. Basis of calculation for crediting EL to employees retiring during the mid of year

As per the Mines Act, 1952

iv. Basis of calculation for crediting EL to newly appointed employees [including Cat.I (Trainee)]

Training period of 6 months shall be included for consideration of grant of Annual Leave with Wages/EL as per the Mines Act, 1952.

Newly joined employees including Category-I (Trainee) shall be granted Earned Leave with Wages on 1st January of subsequent year as per eligibility under the provisions of the Mines Act, 1952.

v. **Whether intervening holidays are included in EL?**

Intervening holidays shall be included and debited from the leave account.

vi. **Whether weekly day of rest is included in EL?**

Weekly day of rest shall be excluded and will not be debited from the leave account.

vii. **Whether there is any limit on no. of times EL can be availed by an employee in one calendar year?**

Not exceeding three (03) times.

viii. **Whether EL can be taken with any other type of leave?**

Sick Leave & RH can be prefixed or suffixed with EL. However, EL cannot be clubbed with CL in any manner.

ix. **Maximum No. of days EL can be encashed in one calendar year**

50% of total accumulated earned leave can be encashed subject to encashment of minimum 7 days and maximum 15 days. In other words, an employee having EL balance of less than 14 days will not be eligible for EL Encashment. Encashment of EL in more than one spell shall not be granted in a calendar year.

x. **Component of Wage included for computation of EL encashment**

Basic + VDA+SDA + UG Allowance

4. **Sick Leave (SL)**

i. **Maximum No. of days SL is granted without Medical Certificate**

03 Days subject to the leave balance for particular employee. No half day SL shall be granted.

ii. **Basis of calculation for crediting SL to employees [including Cat.I (Trainee)] appointed in between the calendar year**

SL shall be credited proportionately, as per below details: -

If joins in	No. of SL Credited (in one calendar Year)
January- February	15
March-April	13
May-June	10
July- August	08
September-October	05
November-December	03