

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

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



महारात्न कंपनी

A Maharatna Company

GS/ADMINISTRATION DIVISION

सामान्य सेवाएं / प्रशासन विभाग

E-MAIL: gmadmn.cil@coalindia.in

TEL: 033-2324 6621

FAX: 033-2324 6635

WEBSITE: www.coalindia.in

CIN:L23109WB1973GOI028844

(An ISO 9000:2015 & ISO 50001 :2011 Certified Company)

Ref. No. CIL/Admn/Holiday Home/2026/ 3022

Date: 13.08.2026

CIRCULAR

The Present status of Ayodhya and Varanasi Holiday Home maintained by Coal India Limited is as under:-

Name of the Holiday Home	No of Rooms	Room Charges per day/room	Period of contract	Amount of Perquisite/room/day in Rs.
<u>AYODHYA</u> M/s Sterling (Kalyan KK Hotels India Pvt. Ltd.) Rampath, Ayodhya UP - 224001	2 Rooms	Rs.400/-	01.09.2026 to 31.08.2028	4200-400=3,800/-
<u>VARANASI</u> M/s Sapphire Grand S 20/51, A-4B-2 Nepali Kathi Varuna Bridge, Varanasi-Canmtt. UP - 221002	2 Rooms	Rs.400/-	01.09.2026 to 31.08.2028	2937-400=2,537/-

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

All employees of CIL & its Subsidiary Companies are entitled for availing Holiday Homes

1. Application should be made in prescribed formats (separate for existing & retired employees) along with the declaration detailing family members already circulated new format.
2. Application should be forwarded through the Controlling Officer of the respective employees.
3. It should be accompanied by a "Demand Draft/Cheque" drawn in favour of Coal India Limited for the full amount of room rent of Rs. 400/- per room per day.
4. Complete application with contact number should be sent to General Manager (Admn.), Coal Bhawan, Premises No 04 MAR, Plot No AF-III, Coal India Limited, Action Area-1A, New Town, Rajarhat, Kolkata-700156.

It may please be noted that

- One employee may book for a maximum period of 3 (Three) days in one Holiday Home.
- Maximum 02 (Two) rooms may be allotted to an employee once in a calendar 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 to any other location and transfer of booking to outsider will be treated as misconduct as per company rule.
- In case an employee booked Holiday Home but do not cancel before 07 (Seven) days of actual stay, in such case the booking amount will not be refundable.
- Employees are requested to give their EIS/PIS code, mobile phone No/Contact number, Email ID and place of posting in the application.
- An employee can avail maximum 03 (Three) places in a calendar year.
- Contact Person Name for Booking Holiday Home:- Sri Manik Kumar Kirtania
- Contact Person Mobile/Land Line No:- 9508121257/033-23244157
- Allottee should carry Photo identity, the copy of which may be kept by the Hotel as per their policy.

(Sanjay)

General Manager (Admn)

Cont..... 2

Distribution:

The GM (Welfare), CIL, Kolkata.

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- With a request
for wide circulations.

Copy to:

1. TS to Chairman, CIL
2. TS to Dir(P&IR), CIL, Kolkata
3. GM (System), CIL, Kolkata with a request to up load the same at CIL's website for wide circulation.



(Sanjay)
General Manager (Admn), CIL