

# कोल इंडिया लिमिटेड

(महारत्ना कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

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

एक्शन एरिया 1ए, न्यू टाउन, राजारहट

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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 11<sup>th</sup> 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**

*(Signature)*  
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: -

<b>If joins in</b>	<b>No. of CL to be Credited (in one calendar Year)</b>
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: -

<b>If retires in</b>	<b>No. of CL Credited (in one calendar Year)</b>
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: -

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

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

<b>If retires in</b>	<b>No. of RH to be allowed (in one calendar Year)</b>
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 1<sup>st</sup> 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: -

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

**iv. Basis of calculation for crediting SL to employees retiring during the mid of the calendar year**

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

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

**xi. Whether SL can be taken with any other type of leave?**

In case, the balance Sick Leave is exhausted and the employee requests to grant balance Earned Leave, the request may be considered.

**vi. Whether intervening holidays are included in SL?**

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

**vii. Whether weekly day of rest are included in SL.**

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

**4. Special Leave (Clause 6.5.2 of 10th Wage Agreement for CIL and SCCL)**

**i. Whether weekly off and holidays falling during the leave period are counted?**

Weekly off and holidays falling in between are to be included.

**ii. Whether Special Leave can be clubbed with any other leave?**

No.

**iii. Whether employee can apply & avail Bharat Bhraman during Special Leave?**

No.

**iv. Allowances which are admissible during the leave**

Only 50 % of Wages (i.e. Basic Pay + VDA + SDA) shall be payable during the leave.



## **5. Maternity Leave**

- i. **No. of Spells for taking/granting Leave**  
Maternity Leave shall be granted in one spell.
- ii. **Whether weekly off and holidays falling during the leave period are counted?**  
Weekly off and holidays falling in between are to be included.
- iii. **Whether Maternity Leave can be clubbed with any other leave?**  
No
- iv. **If a woman joins office during period of Maternity leave, how the balance period of leave shall be treated?**  
The remaining period of unavailed maternity leave shall be cancelled.
- iv. **Whether female employee can apply & avail Bharat Bhraman during Maternity Leave?**  
Yes, subject to fulfilling other terms and conditions.
- v. **Whether Attendance Bonus is payable during Maternity leave?**  
Yes
- vi. **Allowances and benefits which are paid during the leave**  
All Allowances **except** attendance linked Allowances (such as UG Allowance, Conveyance Reimbursement, Transport Subsidy, Additional Transport Subsidy etc.) shall be paid.

## **6. Child Care Leave**

- i. **For minimum how many no. of days, Child Care Leave can be availed/granted?**  
15 Days
- ii. **How many times Child Care Leave can be availed/granted in one calendar year?**  
Maximum 3 Times
- iii. **Whether weekly off and holidays falling during the leave period are counted?**  
Weekly off and holidays falling in between the leave are to be included.
- vii. **Whether Attendance Bonus is payable during Child Care leave?**  
Yes.

**iv. Allowances and benefits which are paid during the leave**

All Allowances **except** attendance linked Allowances (such as UG Allowance, Conveyance Reimbursement, Transport Subsidy, Additional Transport Subsidy etc.) shall be paid.

**v. Whether Child Care Leave can be clubbed with any other leave?**  
No

**v. Whether female employee can apply & avail Bharat Bhraman during Child Care Leave?**

Yes, subject to fulfilling other terms and conditions.

**7. Injury on duty (IOD)**

**i. Whether weekly off and holidays falling during the leave period are counted?**

Weekly off and holidays falling in between are to be included.

**ii. Allowances and benefits which are paid during the leave**

All Allowances **except** attendance linked Allowances (such as UG Allowance, Conveyance Reimbursement, Transport Subsidy, Additional Transport Subsidy etc.) shall be paid.

**iii. Whether Attendance Bonus is payable during IOD?**

Yes.

**iv. Whether IOD can be clubbed with any other leave?**

No

**vi. Whether employee can apply & avail Bharat Bhraman during the leave?**

Yes, subject to fulfilling other terms and conditions.

**8. Special Casual Leave to representatives of Trade Unions for attending annual conferences of the Union**

**i. For how many days is it granted?**

Not exceeding 10 days per year including journey period for maximum 2 Office Bearers of the recognized Trade Unions. Modalities being adopted so far may continue to be followed by subsidiaries.

**ii. Whether weekly off and holidays falling during the leave period are counted?**

Weekly off and holidays falling in between are to be included.

**iii. Allowances and benefits which are not paid during the leave**

All Allowances **except** attendance linked Allowances (such as UG Allowance, Conveyance Reimbursement, Transport Subsidy, Additional Transport Subsidy etc.) shall be paid.

**iv. Whether this leave can be clubbed with any other leave?**

No

**v. Whether employee can apply & avail Bharat Bhraman during the leave?**

Yes, subject to fulfilling other terms and conditions.

**vi. Whether Attendance Bonus is payable during the leave?**

Yes.

**9. Quarantine Leave as per the Certified Standing Order**

**i. No. of Days**

Maximum 21 Days as per the Certified Standing Order of the Company.

**ii. Whether weekly off and holidays falling during the leave period are counted?**

Weekly off and holidays falling in between are to be included.



**iii. Allowances and benefits which are not paid during the leave?**

All Allowances **except** attendance linked Allowances (such as UG Allowance, Conveyance Reimbursement, Transport Subsidy, Additional Transport Subsidy etc.) shall be paid.

**iv. Whether this leave can be clubbed with any other leave?**

No

**v. Whether Bharat Bhraman is applicable during the leave?**

Yes, subject to fulfilling other terms and conditions.

**vi. Whether Attendance Bonus is payable during the leave?**

Yes.

**10. Transit Leave**

**i. Applicability**

Only in case of Administrative Transfers.

**ii. For how many days will it be granted?**

3 days and journey time i.e. 1 day up to 500 KM of journey. For journey beyond 500 KM, actual time of journey.

**iii. Whether weekly off and holidays falling during the leave period are counted?**

Weekly off and holidays falling in between are to be excluded.

**iv. Allowances and benefits which are not paid during the leave**

All Allowances **except** attendance linked Allowances (such as UG Allowance, Conveyance Reimbursement, Transport Subsidy, Additional Transport Subsidy etc.) shall be paid.

**v. Whether this leave can be clubbed with any other leave?**

Yes, except CL.

**v. Whether employee can apply & avail Bharat Bhraman during the leave?**

No.

**vi. Whether Attendance Bonus is payable during the leave?**

Yes.

## **11. Special Casual Leave for Family Planning**

### **i. For how many days is it granted?**

- i. Maximum 6 days to male employees for Vasectomy (in case of failure of first operation and second being done another 6 days will be granted on production of medical certificate from authorized medical authority)
- ii. Maximum 14 days for female employees for Tubectomy (in case of failure of first operation and second being done another 14 days will be granted on production of medical certificate from authorized medical authority)
- iii. Maximum 7 Days to male employees whose wife undergoes non-puerperal Tubectomy operation
- iv. Special 1-day casual leave for female employees who undergo IUCD insertion
- v. In case of Post sterilization complication (Vasectomy or Tubectomy) Special Casual Leave may be granted to cover the period for which the employee is hospitalized on production of certificate from prescribed medical authorities.
- vi. Up to period of 21 days or actual period of hospitalization whichever is less as certified by authorized medical authority for undergoing recanalization operation.

### **ii. Whether weekly off and holidays falling during the leave period are counted?**

No.

### **iii. Allowances and benefits which are not paid during the leave?**

All Allowances **except** attendance linked Allowances (such as UG Allowance, Conveyance Reimbursement, Transport Subsidy, Additional Transport Subsidy etc.) shall be paid.

### **iv. Whether this leave can be clubbed with any other leave?**

No

### **v. Whether employee can apply & avail Bharat Bhraman during Leave?**

Yes, subject to fulfilling other terms and conditions.

### **vi. Whether Attendance Bonus is payable during the leave?**

Yes

## **12. Blood Donation Leave**

01 Day i.e. on the day of Blood Donation.

### **13. Special Casual Leave under Rights of Persons with Disabilities (RPWD) Act, 2016**

For Non-Executive Cadre employees covered by RPwD Act, 2016, in line with the OM No.: 36035/3/2013-Estt. (Res) dated 31.03.2014 and OM No.: 25011/1/2008-Estt (A) dated 19.11.2008 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & pensions, Govt. of India and OM No.: CIL/C5A(PC)/Leave/500 dated 29.10.2020 of GM (P/PC), CIL, additional Special Casual Leave as enumerated below will be admissible in a calendar year to the eligible Non-Executive Cadre employees of CIL/Subsidiaries, allied establishments/Units: -

- i. 4 days Special Casual Leave for specific requirements relating to disabilities of the disabled employee
- ii. 10 days Special Casual Leave for participating in Conferences/Seminars/Trainings/Workshops related to disability and development related programmes organized by the agencies as specified by the Ministry of Social Justice and Empowerment from time to time

This Special Casual Leave will be admissible over and above the Casual leave and Special Casual Leave already admissible.

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