



A Maharatna Company
COAL BHAWAN
PREMISES NO.04 MAR, PLOT NO.AF-III
COAL INDIA LIMITED
ACTION AREA-1A, NEW TOWN, RAJARHAT
KOLKATA – 7000163 TEL : (033) 23244157
Mob No. 9508121257
Email : cil.holydayhome@gmail.com

Ref. No. CIL/GS/HH/2022/ 189

Date :- 13.01.2023

C I R C U L A R

The present status of different Holiday Homes maintained by Coal India Ltd. is as under :

Name of the Holiday Home	Address	Period of contract	No of Rooms	Amount of Perquisite/ room/day in Rs.
<u>PURI</u> HOTEL SUV PALACE	New Marrine Drive Road. Orissa Puri - 01	01.01.2023 to 31.12.24	5 (AC)	1528.80 - 400 =1128.80
<u>DARJEELING</u> HOTEL NIRVANA	Near Rajbhawan Mall Road Darjeeling – 734101	16.12.2022 to 15.12.2023	4 (Non -AC)	2184 - 400 =1784/-

All employees (existing and Ex-employees) of CIL & it's Subsidiary Companies are entitled for availing Holiday Homes as per following norms :

1. Application should be made in prescribed format (separate for existing & retired employees) along with the declaration detailing family members.
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 (Administration), Coal Bhawan, Premises NO. 04 MAR., Plot No. AF- III, Coal India Ltd. Action Area- 1A, New Town Rajarhat, Kolkata – 7000156.

13/01/23
General Manager (Admin.)
COAL INDIA LIMITED
New Town, Rajarhat,
Kolkata - 700 156

Contd. 2

It may please be noted that :-

- One employee may book for a maximum period of 3 (Three) days in one Holiday Home for self and his/her family members only.
- 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 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 refunded.
- 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.
- **Allottee should carry Photo identity, the copy of which may be preserved by the Hotel.**

Sd/-
S.K. Bhagat
General Manager (Admn)

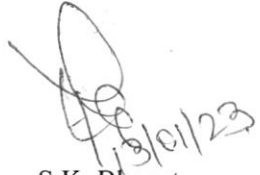
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