

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/2024/ 4099

Date: 26.09.2024

C I R C U L A R

The Present status of Goa 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.
GOA The Pride, Sun Village Resort & Spa Sanqwadi, Baga – Arpora, Bardez, North Goa – 403518	2(AC)	Rs.400/-	01.10.2024 to 30.09.2026	2912-400=2512

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 as per Annexure I & II already circulated
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-A), 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
- Extra mattress at Holiday Home at Goa will be available @ Rs. 1,000/- including all taxes & the cost will be bear by the concerned employee.
- Allottee should carry Photo, identity, the copy of which may be kept by the Hotel as per their policy.

Sd/-

(S K Bhagat)

General Manager (Admn)

Cont. 2

Distribution:

The GM (Welfare), CIL, Kolkata.

The GM (Welfare), ECL, Sanctoria/BCCL, Dhanbad /CCL, Ranchi,

The GM (Welfare), NCL, Singrauli/ SECL, Bilispur/WCL, Nagpur,

The GM (P), CMPDIL, Ranchi, / The GM, NEC, Margherita, Assam,

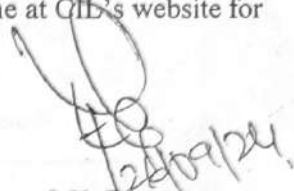
- With a request
for wide circulations.

Copy to:

4. ED (Co-ord)/TS to Chairman, CIL

5. TS to Dir(P&IR), CIL, Kolkata

6. GM (System), CIL, Kolkata with a request to up load the same at CIL's website for wide circulation.


S.K. Bhagat

General Manager (Admn), CIL