



## COAL INDIA LIMITED

(A MAHARATNA COMPANY)

"COAL BHAWAN"

10 NETAJI SUBHAS ROAD

KOLKATA - 700 001

Ref No. CIL/C5A(v)/CRC/LeaveRules/Amendment/ 567

Dated : 22-Dec-2014

### OFFICE ORDER

Sub : Amendment provision as contained in Rule 7.8 of Coal India Executives Leave Rules, 2010

Reg : POLICY FOR AMENDMENT OF STUDY LEAVE RULES WITH RETROSPECTIVE EFFECT.

The CIL Board of Directors in their 310<sup>th</sup> meeting held on 08-Nov-2014, has accorded its approval for amendments of Rule 7.8 of Coal India Executive Leave Rules, 2010 regarding Study Leave Rules of the Leave Rules for executive cadre employees of CIL.

Accordingly the Rule 7.8 of Coal India Executive Leave Rules, 2010 shall be read as below :-

- Rule 7.8.1 Study leave for a maximum period of upto 5 years can be granted to an executive. Two years will be with full pay to enable him to study scientific, technical or similar problems or to undergo special course of instruction, if it is considered to be in the company's interest. The balance three years period will be without pay.
- Rule 7.8.2 (a) It is to be granted to an executive who has completed his/her probationary period and thereafter served for atleast 3 years.
- (b) It may be granted to an executive who is not due to reach the age of superannuation from the service within five years from the date on which he is expected to return to duty after the expiry of the leave.
- (c) Who executes a Bond as laid down undertaking to serve the Company for a minimum period of five years on joining back after expiry of the leave period, and
- (d) The additional period of leave availed beyond two years without pay will count for the purpose of next promotion in the grade as eligibility period.
- Rule 7.8.4 The grant of study leave with full-pay is at the discretion of the Chairman, CIL and will be regulated as below :-
- (a) Grant of "Study Leave" on full-pay, subject to a maximum period of 2 years during the entire service and beyond which additional 3 years without pay during the entire service.

- (b) For such Post Graduate Degree/ Diploma studies for which the duration has been specified as 3 years, the Study Leave will be granted for 3 years out of which, first 2 years only will be on full-pay and the third year shall be without pay.
- (c) Deleted
- (d) The officer has to execute a Surety Bond from a serving employee for the entire Bond Money to be recovered from him in case the officer concerned has not paid the money.
- (e) Consideration of leave without pay for the purpose of eligibility for promotion to the next higher grade will be applicable to all such cases where the executive has already availed the study leave (both with pay and without pay) but could not be considered for promotion so far for want of regularization of the period of study leave beyond two years paid period. This however, will not entitle the executive to retrospective promotion. Counting such period as eligible, he shall be considered for promotion in the next lot in due course. All such past cases will be dealt accordingly.

Rule 7.8.5 If an executive resigns or retires from service or otherwise quits service without returning to duty after a period of Study Leave or within a period of 5 years after such return to duty or fails to complete the course of study he shall be required to refund the actual amount of salary, if any incurred by the Company together with interest thereon at rates for the time being in force before his resignation is accepted or permission to retire or his quitting service is granted.

Note 1 For 2 (two) years salary would be payable but no PRP will be paid for the period of study leave.

Note 2 Deleted.

This issues with the approval of Competent Authority

*Sanjay Kumar*  
22.12.2014  
(Dr Sanjay Kumar)  
General Manager (Personnel)

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