

कोल इण्डिया लिमिटेड
(भारत सरकार का उपक्रम)
COAL INDIA LIMITED
(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"
Premise No. 04, MAR, Plot No. AF-III
Action Area-1A, Newtown, Rajarhat
KOLKATA-700156 (WB)



एक महारत्न कंपनी
A Maharatna Company

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

POLICY CELL
CIN: L23109WB1973GOI028844
E-Mail: policycell.cil@coalindia.in
Tel: 033-7119 4271
Website: www.coalindia.in

Ref No. CIL/C5A (PC)/CIL Leave Rules 2010/1162

Dated: 19.02.2024

To,
The General Manager/HoD (Pers. /EE)
CIL/NCL/WCL/BCCL/ECL/MCL/SECL/CCL/CMPDIL/NEC

Subject: Clarification with regards to Study Leave.

Sir/Madam,

The Clarification issued with regard to Study Leave, clause 7.8.2 (a) is as follows:

Study leave shall not be denied to an executive who has completed his/her probation period, but has not completed the required five years initial service, on the condition that he/she undertakes (i.e. gives bond) to serve the company for the balance period of service out of the initial five year period requirement, and for the additional period of five years (total of both duration to be taken), on re-joining duty after study leave.

For eg: An Executive has worked for 02 years (out of 5 years' service) since Initial appointment and his/hers probation has been successfully completed.

While applying for study leave, the period of 03 years is still remaining out of the required 5 year period but study leave shall not be denied to him/her, subject to undertaking of bond for additional period i.e. total 8 years (3 years balance period out of Initial 5 years plus 5 years additional bond period) on resuming duty after study leave.

This is for your kind information and necessary compliance please.

P.T.O.

Rajesh V.Nair
Dy. General Manager(P/PC)



वेस्टर्न कोलफील्ड्स लिमिटेड
WESTERN COAL FILDS LIMITED
COAL ESTATE, CIVIL LINES, NAGPUR-440001
कार्मिक विभाग
Email: gmee.wcl@coalindia.in
Department of Personnel
Fax: 0712-2512352

CIN: U10100MH-1975GOI018526 ISO 9001:2015 Certified

संदर्भ : WCL/PER/EE/24/587

दिनांक: 21/02/2024

Copy for kind information to:

1. All HOD's, WCL Hqrs., Nagpur
2. All Area General Manager, WCL.
3. All Area Personnel Manager, WCL.
4. The General Manager(System), WCL Hqrs – For uploading on WCL Website.

भवदीय,
(अनिल कुमार सिंह)
महाप्रबंधक (कार्मिक)/ईई
वेकोलि मुख्यालय