

# कोल इण्डिया लिमिटेड

(महारत्न कंपनी)  
(भारत सरकार का उपक्रम)  
"कोल भवन"

प्रेमाङ्गल नं. 04, एमएआर प्लॉट नं. ए एक-III  
एक्शन एरिया-1ए, न्यू टाउन, राजारहट  
कोलकाता-700 156 (पश्चिम बंगाल)  
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फैक्स नं: 033 2324 6527  
वेबसाइट: [www.coalindia.in](http://www.coalindia.in)



**Coal India Limited**  
(A MAHARATNA COMPANY)  
A Govt. of India Enterprise  
"Coal Bhawan"

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Action Area-1A, New Town, Rajarhat  
Kolkata-700156 (West Bengal)  
Phone: 033 2324 6536  
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Website- [www.coalindia.in](http://www.coalindia.in)

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

संदर्भ: CIL/C-5B/MP&IR/COVID/ 147

दिनांक: 22.04.2020

सेवा में

अध्यक्ष-सह-प्रबंध निदेशक,

ईसीएल/बीसीसीएल/सीसीएल/ डब्ल्यूसीएल/ एसईसीएल/एनसीएल/ एमसीएल/ सीएमपीडीआईएल

विषय: Treatment of absence period due to COVID-19

महोदय,

Further to our communication circulated vide letters no.: CIL/C-5B/MP & IR/COVID-19/20/318-401 dated 20.03.2020 & No.: CIL/C-5B/MP & IR/COVID 2019/132 dated 23.03.2020 on the matter of preventive measures to contain the spread of COVID -19 and email dated 24.03.2020 enclosing therein the DPE's OM NO.: 10037/2014-GM-FTS-1867 dated 23.03.2020 on the matter of welfare measures for workers of CPSEs during the outbreak of COVID-19 in addition to other related communication issued on the matter, various representations/queries have been received with regard to treatment of absence period due to COVID-19.

The issue has been examined and it has been decided that following guidelines may be implemented to deal with the situation:

Sl.No.	Event	Eligible for
1	Employees, who have been asked to go under home quarantine/ quarantine by the Govt authorities/Medical Officers to prevent spread of COVID-19.	Work from home if facilities exist, else may be considered for Special leave with full pay for the concerned period. However, physical attendance linked allowances/ incentive will not be admissible for the said period.
2	Employees, who proceeded on sanctioned paid leave before lockdown and are unable to return back to their respective workplaces after expiry of the leave period.	Work from home if facilities exist, else may be considered for Special leave with full pay, after the sanctioned paid leave is over till date of end of lockdown. However, physical attendance linked allowances/incentive will not be admissible for the said period. Note: No post facto sanction of leave will be allowed for the period prior to the lockdown.
3	Employees, who were on official duty outside their headquarters and could not return to their respective workplaces due to lockdown.	Work from home if facilities exist, else may be considered for Special leave with full pay till date of end of lockdown. However, physical attendance linked allowances/incentive will not be admissible for the said period.
4	Employees absenting unauthorizedly prior to the date of lockdown.	Not eligible either for work from home or for Special leave.

This issues with the approval of the competent authority.

भवदीय,  
22/4/2020  
(ए के चौधरी)

महाप्रबंधक (श्रमशक्ति एवं औस)

वितरण: ई. मेल द्वारा

1. Director (Personnel)- ECL/BCCL/CCLWCL/SECL/NCL/MCL
2. Director (T/CRS), CMPDIL
3. CVO, CIL
4. GMTS to Chairman, CIL, Kolkata
5. GM, NEC, Margherita
6. GM CIL, New Delhi
7. All HoDs, CIL HQ
8. TS to the Director (Technical)/Director (P & IR)/Director (Finance.)/Director (Mktg.), CIL, Kolkata
9. All RSM of RSOs
10. Dy. Manager (MP & IR)/AW, CIL