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COAL INDIA LIMITED
10 NETAJI SUBHAS ROAD
KOLKATA - 700001

B/13224
FAMM

No. CIL/C-5A(PC)/LTC(Extension)/ 87

Date: 16.12.2011

OFFICE MEMORANDUM



Sub: **Extension of LTC/LLTC for the block year 2008-2011 for executives of CIL and its subsidiaries.**

A large number of executives of CIL and its subsidiaries could not avail LLTC for the block of 04 years 2008-2011 as well as Home Town LTC for 2011 due to exigency of work.

In view of the above, the block year 2008-2011 which will expire on 31.12.2011 is extended for a period of 06 (six) months i.e. upto 30th June, 2012, so that the executives can avail their due Home Town LTC/LLTC.

This issues with the approval of Competent Authority.

EDP 9208
24/12/11

cc: Chief Mgr
(Finance)

[Handwritten signature]
16/12/11

[Handwritten signature]
(M. Nazir Ali)
General Manager (Personnel/PC)
16/12/11

Distribution:

1. CMD, ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDI
2. D (P&IR)/D (F)/D(T)/D (Mktg), CIL, Kolkata
3. D (P)/D (F) ECL/BCCL/CCL/SECL/WCL/NCL/MCL
4. D (RD&T), CMPDI, Ranchi
5. D (P&AW), SCCL, Singareni Colliery, P.O. Kathagudem Collys., Distt. Khamam (AP)
6. CVO, CIL, Kolkata
7. ED, IICM, Ranchi
8. CGM/TS to Chairman/(Administration), CIL, Kolkata
9. CGM (F), CIL, Kolkata
10. CGM(F)/Company Secretary, CIL, Kolkata
11. CGM, NEC
12. GM(Telecom),CIL - with a request to upload the same in CIL website intranet under Circulars / internet under Info -Circulars. Soft Copy e-mailed.
13. GM (Legal), CIL, Kolkata
14. GM (P/EE), CIL, Kolkata
15. GM, CIL, New Delhi
16. President/Secretary, CMOAI
17. Sr. Manager (F)/(Estb.), CIL, Kolkata
18. All Regional Sales Managers, CIL
19. Guard file

[Handwritten signature]
20/12/11

D(P)
FO'S
all HOD
SM/CSM of Area
not to allent
upto march
end for LTC/LLTC
17/12

BCCL / EXECUTIVE ESTABLISHMENT
KOYLA BHAWAN

BCCL:EE:LTC (Extn.): 11: 4800(A)

22nd Dec., 2011

Copy forwarded for inf. & n.a. to:

- 1) All Area GMs/AFMs
- 2) All HODs in HQ
- 3) GM (System) for uploading in the website
- 4) Sr. Manager (Fin) I/c (Pay)/P&P/WCD/Civil
- 5) Sr. Manager (Sectl.) to CMD/D (P)/D (T)/D (F)/CVO.

EB-11097
20/12/11

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24/12/11

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(Vijay Kumar)
Sr. Manager (Pers./EE)