

(कोल इंडिया लिमिटेड की महायक कंपनी)

अधिकारी स्थापना विभाग

दरभंगा हाउस, राँची-834029 (झारखंड)

दूरभाष संख्या: 0651-2360695/Extn-5144

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वेब साइट: http://centralcoalfields.in

एक महारत्न कंपनी
A Maharatna Company

Central Coalfields Limited

(A Subsidiary of Coal India Limited)

Executive Establishment Department

Darbhanga House, Ranchi-834029

Phone No. 0651-2360695/Extn-5144

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Website: http://centralcoalfields.in

Date: 18/09/2023

No. GM(P-EE)/CCL/Paternity Leave/23/15421-65

सेवा मे,

महाप्रबन्धक क्षेत्रीय, सीसीएल।

महाप्रबन्धक/ विभागाध्यक्ष, सीसीएल मुख्यालय।

मुख्य चिकित्सा अधिकारी सीसीएल।

मुख्य चिकित्सा अधिकारी / प्रभारी, गांधी नगर/रामगढ़/ढोरी/डकरा।

Sub: Guidelines regarding grant of Paternity Leave.

Sir/Madam,

This is in reference to Clause 7.15 on Paternity Leave incorporated vide CIL OM no. CIL/C-5A(PC)/2097 dated.18.05.2017 applicable for male executives of CIL in HR Manual.

In this regard, for implementation of the same, following guidelines are being issued herein for processing and approval of paternity leave:

1. Under no circumstances a male executive can proceed on Paternity Leave without PRIOR approval of leave by the leave sanctioning authority. As such, all Area and CCL HQ departmental heads/respective controlling Authorities are required to ensure that the concerned male executive apply for Paternity Leave well in advance prior to the commencement of his leave so that sanction order in this regard can be issued by EE Deptt. before the commencement of the leave.
2. PRIOR here is to be treated as sufficient time in advance (15 working days) including forwarding the application of Paternity Leave by the Controlling Authority through proper channel and its receipt in EE Deptt. should be ensured at least 10 working days before the commencement of the Paternity Leave so that there is sufficient time for its approval by Competent Authority and issuance of subsequent Sanction Order.
3. No post-facto sanction of leave will be allowed under any circumstances. Cases of extreme emergency will be treated as an exception for post-facto approval, provided the situation is justified with the supporting documents.
4. Under no circumstances any executive will proceed on his own on Paternity Leave until Sanction Order issued by EE Deptt. has been received by his office.

This issues with the approval of the Competent Authority.

भवदीय,

20/09/2023
(मंजुष कुमार ठाकुर)

महाप्रबन्धक (कार्मिक-अधि.स्था.)

प्रतिलिपि:

1. TS to CMD, CCL.
2. TS to D(T)/D(F)/D(P)/D(P&P), CCL.
3. AFM/SO(P&A), All Areas, CCL.
4. ALL executives of EE Deptt., CCL HQ.
5. Circular file.