

Ref. No. CMPDI/VIG/SI/SC-07:24/2024/ 05/E-1449919

Date: 02.04.2024

### Advisory

**Reg: Anomalies observed during Surprise Inspection at P&A Department of one of the RI's of CMPDI.**

During the surprise inspection at P&A Department at one of the RI's of CMPDI, system of quarter allotment and system of leave regulation/ encashment of retired employees were checked and the following was observed:

- (i) There is a huge gap between vacation and allotment of quarter causing loss of license fee realization and payment of HRA to the employees residing outside colony.
- (ii) One D-Type quarter designated as RD Bungalow earmarked for Regional Director has been found to be lying vacant since October, 2017 till January, 2024.
- (iii) Earned Leave of some of Non-Executives is being availed more than three times in a calendar year which is against the OM No. CIL/C-5B/JBCCI-X/SC/Standardization of Leaves/29 dated 11.02.2021 issued by GM (MP&IR) regarding standardization of leaves of Non-Executives.

2. Following advisories are issued in this regard:

(i) For Quarter Allotment:

- a. Once a quarter is vacated, Civil/TE Department should carry out the necessary repair & maintenance to make the quarter fit for allotment without any loss of time and thereafter intimate the P&A department for allotment.
- b. After getting the communication from Civil department regarding clearance for allotment of the concerned quarter, P&A department should ensure the allotment of quarter to the eligible employee within not more than 15 days.
- c. If the allottee fails to take physical occupation of the house within 30 days from the date of issue of allotment letter, the allotment shall be cancelled



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A Mini-Ratna Company



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(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)  
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**Central Mine Planning & Design Institute Limited**  
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CORPORATE IDENTITY NUMBER - U14292.TH1975GOI001223

automatically and appropriate action may be taken against the allottee as per the extant provisions.

(ii) Regarding earmarked Quarters/ Bungalows:

- a. Earmarked Quarters/Bungalows must be occupied by the officers to whom those have been earmarked. In case the concerned officers do not occupy the earmarked accommodation, then that particular quarter/bungalow should be made open for allotment to other eligible officer or even non eligible officer of next higher rank. In no case the earmarked accommodation should be kept vacant.

(iii) Regarding Earned leave for Non-Executives:

- a. Earned Leaves for Non-Executives should be regulated as per OM mentioned above at (iii), wherever the matter is being dealt manually instead of SAP/ OLPS. It will be preferred that all kinds of leaves are routed through SAP/OLPS where system enabled checks are there to prevent any kind of deviations from the extant instructions.

3. All HOD's and RD's may bring this in the notice of all officials working under them.

*[Signature]*  
24/12/2024

(Sumeet Kumar Sinha)  
CVO/ CMPDI

Copy to:

1. CMD, CMPDI for kind information.
  2. All Directors, CMPDI for kind information & n.a.
  3. All RD's, CMPDI.
  4. All HoD's of CMPDI HQ.
- } may kindly bring this in the notice of all officials working under them.



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