

संदर्भ सं. ECL/C-5(D)/Estb-B15/HR/MT/2292508/EE/1066

 दिनांक: 13th May, 2026

OFFICE ORDER/कार्यालय आदेश

On being appointed by CIL vide Appointment Letter no. 14683 dated 30-04-2026 issued by the General Manager (HR/Recruitment), CIL, **Ms. ADITI MALVIYA**, Management Trainee (HR), joined ECL on 13-05-2026 (FN). She is hereby posted at Kenda Area.

She is advised to report to the Area General Manager, Kenda Area, ECL, for her further assignments.

Sl. No.	Name of the Executive	CIL Reg. No.	Date of Birth	Category/ Gender	Appointment Letter No. & Date	Place of Posting
1	ADITI MALVIYA	CIL2025060546	13/AUG/2000	SC/ FEMALE	14683 DT. 30-04-2026	KENDA AREA

As per terms and conditions of the appointment as **Management Trainee (HR)**, she is entitled to get initial basic pay of ₹.50,000/- per month in the scale of pay ₹.50,000 – 1,60,000/- etc. as admissible to the executives of CIL & its Subsidiaries as per Rules/Orders framed/issued from time to time.

On being appointed, the above Management Trainee (HR) will have to serve the company for a minimum period of 60 months during which deductions of ₹.5000/- per month as security deposit will be made from her salary as per terms and conditions of the Appointment and Bond so executed. The amount will be subject to deduction of Provident Fund etc. Failure on her part to serve the Company/in the event of her leaving the job or in case her service is terminated before the period of 60 (Sixty) months would result in forfeiture of the retention amount. However, on completion of minimum period of service of 60 (Sixty) months, the said amount shall be refunded to the concerned Executive.

The appointment is provisional and subject to verification of certificates from the concerned authorities and in case at any subsequent stage of appointment, if it is found that the certificates are not genuine, her service can be terminated based on the verification report of the concerned authorities.

Other terms & conditions will be applicable as per the Appointment letters & “Terms & Conditions” issued to the above Management Trainee (HR).

This is issued with the approval of the Competent Authority.

अग्रिमय दासगुप्ता

महाप्रबंधक (मा. सं./अधि. स्था.)

मन्त्री

13/5/2026

Distribution Overleaf:

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Manager (HR/EE)/Nodal Officer (SAP), ECL HQ

Concerned Executive - with a request to send her Joining Report at her concerned place of posting
Personal File

Attendance Particulars of the MT at EE Dept., ECL HQ:

The concerned MT has marked her attendance at EE Dept., ECL HQ, on 13-05-2026.

मनीषा