

संदर्भ सं. ECL/C-5(D)/Estb-B15/HR/2292508/EE/ **1058**

दिनांक: 11th May, 2026

OFFICE ORDER/कार्यालय आदेश

On being appointed by CIL vide Appointment Letter no. as indicated against their names, the following Management Trainees (HR), joined ECL on 11-05-2026 (FN). They are hereby posted at the Areas, as mentioned against their names, till further order.

They are advised to report to the concerned Area General Managers, for their further assignments.

Sl. No.	Name of the Executive	CIL Reg. No.	Date of Birth	Category/ Gender	Appointment Letter No. & Date	Place of Posting
1	RUCHIKA DHIMAN	CIL2025096889	28/AUG/1998	SC/ FEMALE	14681 DT. 30-04-2026	BANKOLA AREA
2	RAVI KUMAR GUPTA	CIL2025096942	18/AUG/1995	OBC(NCL)/ MALE	14680 DT. 30-04-2026	PANDAVESWAR AREA

As per terms and conditions of the appointment as **Management Trainee (HR)**, they are 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 Trainees (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 their 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 their part to serve the Company/in the event of their leaving the job or in case their services are 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 Executives.

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, their 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 Trainees (HR).

This is issued with the approval of the Competent Authority.

(अग्रिमय दासगुप्ता)

महाप्रबंधक (मा. सं./अधि. स्था.)

मरीच

Distribution Overleaf:



Distribution/वितरण:

Chairman-cum-Managing Director, ECL

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GM(Co-ord)/TS to CMD/GM(Vig)/GM(Fin)I/C/GM(Sys)/GM(HRD)/GM(IR)/GM(PRB), ECL

HOD(Fin-Estb)/HOD(MP)/HOD(Admin)/HOD(Empl/ Rectt.)/HOD(WBE)/HOD(E&T), ECL

GM/Area HR Manager/AFM, Bankola/Pandaveswar Area, ECL

TS to D(HR)/TS to D(T)Op/TS to D(T)P&P/TS to D(F)/TS to CVO, ECL

Sr. Manager (HR/MP)/Nodal Officer (SAP/HCM), Manpower Cell, ECL HQ

Sr. Manager (HR/EE)/Nodal Officer (PMS), ECL HQ

Sr. Manager (System)/Local Admin(e-Office), System Dept., ECL HQ

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

Concerned Executives - **with a request to their joining report at their concerned place of posting**

Personal Files

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

The concerned MT have marked their attendance at EE Dept, ECL HQ, on 11-05-2026.
However, no salary has been prepared from EE Dept, ECL HQ.

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