



ईस्टर्न कोलफील्ड्स लिमिटेड
Eastern Coalfields Limited
 (कोल इंडिया की एक अनुषंगी)
 (A Subsidiary of Coal India Limited)
 (A Govt. of India Undertaking)
 (भारत सरकार का एक उपक्रम)

संदर्भ सं:-ECL/C-5(D)/E&T/E- 2371450/EM/EE/1136

दिनांक: 19.05.2026

कार्यालय आदेश

On being appointed by the General Manager (Human Resource/ Recruitment) CIL, following Management Trainee (E&T) has joined ECL on the date as mentioned against his name:

Sl. No	Name of the Executive	CIL Reg No	Date of Birth	Caste	Reported on	Appt Letter No & dated	Posted at
1.	Saurabh Kumar	CILG240002 059	08.03.1996	UR	11.05.2026	14782 & 05.05.2026	E&T Department ECL HQ (for 03 months)

The above-mentioned MT is hereby advised to report to HOD (E&T), ECL for his further assignments.

On completion of three (03) months, Shri Saurabh Kumar, MT(E&T), will be transferred to S.P. Mines Area and will report to the Area GM, S.P.Mines Area, for his further assignments.

As per terms and conditions of the appointment as **Management Trainee (E&T)**, he 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 in the company, he will have to serve a minimum of 60 months during which a deduction of ₹ 5000/- per month as retention amount from the stipend/salary will be made. In the event of failure on his part to serve the Company for the minimum period of 60 months, the amount so deducted as retention amount would be forfeited and he will have to deposit the balance of the bond amount after adjusting the retention amount so deducted. However, on completion of minimum period of service of 60 (Sixty) months, the said amount shall be refunded to the concerned Executive without any interest.

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

Other terms & conditions will be applicable as per the Appointment letter & "Terms & Conditions" issued to the above Management Trainees (E&T).

This is issued with the approval of the Competent Authority.

हस्ताक्षर

वरीय प्रबन्धक (मानव संसाधन / विभागाध्यक्ष अधि० स्था०)

Sr. Manager (HR/EE)

ECL, Hq., Sanctoria

वरीय प्रबंधक (मानव संसाधन/ईई)
 ईसीएल, मुख्यालय, सैंक्टोरिया

Distribution overleaf:

पंजीकृत कार्यालय / Regd. Office

अधिकारी स्थापना विभाग, अध्यक्ष-सह -प्रबंधक, निदेशक कार्यालय / Executive Establishment Dept., Office of The Chairman-cum-Managing Director
 सांकतोड़िया, पोस्ट- डिसेरगढ़, जिला: पश्चिम बर्द्धमान (प. बं.), पिन -713333 / Sanctoria, P.O. - Dishergarh, Dist.-Paschim Bardhaman (W B.), PIN- 713333

दूरभाष / Phone : 0341-2520545, फैक्स /Fax : 0341-2523574, ई-मेल / E-mail : hodee.ecl@coalindia.in

सीआईएन / CIN : U1010WB1975GO1030295, वेबसाइट / Website : www.easterncoal.nic.in

ECL



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Distribution:

1. CMD, ECL
2. Director (F) / Director (HR) / Director(T)P&P / Director(T) OP / C.V.O ECL
3. TS to CMD/ TS to D(F)/ TS to D(T)OP/ / TS to D(HR)/ TS to D(T)P&P, ECL HQ
4. GM / HoD – Fin (I/C) / Systems / HRD / Vig / Admin / E&T, ECL HQ
5. Sr. Manager (HR/MP), Nodal officer (ERP/HCM), ECL HQ
6. Sr. Manager (HR/EE), Nodal officer "PRIDE/PAR", ECL HQ
7. Manager (HR/EE), Nodal Officer (SAP), ECL HQ
8. Executive Concerned- with a request to send a joining report to this office for records
9. Personal file

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

Shri Saurabh Kumar has marked his physical attendance at EE Department, ECL HQ from 11.05.2026 till 19.05.2026 (Except Sundays and Holidays)

Casual Leave on 14.05.2026, 15.05.2026 & 16.05.2026. *HSB*

However, no salary has been prepared at EE Dept., ECL HQ.

विमर्श

पंजीकृत कार्यालय / Regd. Office

अधिकारी स्थापना विभाग, अध्यक्ष-सह -प्रबंधक, निदेशक कार्यालय / Executive Establishment Dept., Office of The Chairman-cum-Managing Director
सांकतोड़िया, पोस्ट- डिसेरगढ़, जिला: पश्चिम बर्द्धमान (प. ब.), पिन -713333 / Sanctoria, P.O. - Dishergarh, Dist.-Paschim Bardhaman (W.B.), PIN-713333

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