

संदर्भ सं. ECL/C-5(D)/Estb-B15/HR/NE to E/2376631/EE/1380

दिनांक: 15th June, 2026**OFFICE ORDER/ कार्यालय आदेश**

On being promoted/selected to the post of Sr. Officer (HR) in E-2 grade against the Notification No. 02/2025 dated 25-02-2025 and posted as such in ECL in terms of Order no. CIL:Rectt:Prom/Selection:HR:207 dated 05-05-2026 of the General Manager (HR/Rectt.), CIL, and on being released from SECL, w.e.f. 13-06-2026 (AN), the following Sr. Officer (HR), who has reported at ECL on **15-06-2026 (FN)**, is hereby posted at **KAJORA AREA**, till further Order. She is advised to report to the Area General Manager, Kajora area, for her further assignments.

SL. NO.	NAME OF THE EXECUTIVE (MS)	CIL REG NO.	DATE OF BIRTH	CATEGORY	PREVIOUS PLACE OF POSTING	PLACE OF POSTING
1	SHILPI GHOSH	CILD250002199	12/SEP/1989	UR	SECL	KAJORA AREA

On promotion/selection in E-2 grade in Executive Cadre, the above-named employee shall be on training/probation for a period of one (01) year at the first instance. In the event that the performance of such employee during the trainig/probation is not found satisfactory, her training/probation period may be extended by the Competent Authority or the concerned employee may be reverted to her substantive post in Non-Executive Cadre, as deemed appropriate.

The promotion/selection shall be effective on and from the date the concerned employee assumes charge of the promoted/selected post at ECL i.e. **15-06-2026**. The notional pay fixation in E-2 Grade shall be with effect from the date of issuance of Order of CIL, and the actual financial benefit thereof shall accrue to the employee only on and from the date of assumption of charge of the propmoted/selected post.

On promotion/selection to E-2 Grade, the above-named employee shall be governed by the **Coal India Executives' Conduct, Discipline and Appeal Rules**, as amended from time to time. Her service conditions shall be the same as applicable to Executive cadre employees of Coal India Limited and its Subsidiary Companies, in accordance with the rules and regulations in force.

The above employee has furnished her original as well as self-attested copy of certificates in support of her Educational/Professional Qualifications and Caste Certificate, if applicable, for record and verification purpose. In case, any discrepancy, misrepresentation, suppression of material facts or anything adverse is found at any stage, the concerned employee shall be liable for disciplinary action as per extant rules and procedures of the Company.

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पंजीकृत कार्यालय / Regd. Office

अधिकारी स्थापना विभाग, अध्यक्ष-सह-प्रबंधक, निदेशक कार्यालय / Executive Establishment Dept., Office of The Chairman-cum-Managing Director.
सांकेतोडिया, पोस्ट- डिसेरगढ, जिला: पश्चिम बर्द्धमान (प. ब.), 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.easterncoalfields.in

The concerned executive is also advised to fill up her online 'PRIDE' form within 15 days of her joining/assuming charge at her respective new place of posting or allotment of EIS No., whichever is later, after taking new assignments in consultation with her Reporting Authority. It will be the sole responsibility of the Executive concerned for completion of PRIDE cycle on time.

This is issued with the approval of the Competent Authority.

(अग्रिमय दासगुप्ता) 15/6/2028

महाप्रबंधक (मा. सं./अधि. स्था.)

Distribution/ वितरण:

CMD, ECL

Dir(F)/Dir(HR)/Dir(T)P&P/Dir(T)OP/C.V.O., ECL

GM (HR/Recruitment), CIL/GM (HR/EE), SECL

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(WBE)/HOD(Empl/Rectt.)/HOD(E&T), ECL

GM/Area HR Manager/AFM, Kajora 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), ECL HQ

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

Sr. Manager (Fin-Estb.), ECL HQ

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

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

Concerned Executive - with a request to send her Joining/Charge Handover-Takeover Report

Personal File

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

The concerned executive has marked her attendance at EE Dept., ECL HQ on 15-06-2026. However, no salary has been prepared from EE Dept., ECL HQ.