

Ref. No. ECL/C-5(D)/Prom/Estb-10/HR/1902107/EE/831

Dated: 12<sup>th</sup> May, 2025**OFFICE ORDER**

On being promoted to the post of Senior Manager (HR), in E-6 Grade in the scale of pay ₹90,000-2,40,000/- and posted at ECL in terms of CIL's order no. CIL/C5A(CC)/Prom.E5-E6\_Pers/2024/B-195 dated 26-02-2025 issued by the General Manager (P/EE), CIL, & subsequently released from CCL w.e.f. 26-04-2025 vide Office Order no. CCL/GM(HR-EE)/HR/Transfer/25/5916-40 dated 24-04-2025 of the Dy. Manager (HR/EE), CCL HQ, & subsequent Order no. CMS/CCL/2025/2375 dated 26-04-2025 of the CMS (I/C), Gandhinagar Hospital, CCL, **Ms Shaily Teresa Nag (EIS No. 90287038)**, has reported at ECL on 29-04-2025 (AN) and assumed charge as Senior Manager (HR) in E-6 grade.

Ms Nag is hereby posted at Sanctoria Hospital, ECL, till further order. She is advised to report to the CMO I/C, Sanctoria Hospital, ECL, for further assignments.

On promotion, the concerned executive will be on probation for a period of one year at the first instance.

**Ms Nag is also advised to fill up her new 'PRIDE' form for the year 2025-26 within 15 days of her joining/assuming charge at her new place of posting, after taking new assignment in consultation with her Reporting Authority, failing which it will be the sole responsibility of the executive concerned.**

This is issued with the approval of the Competent Authority.

This is issued in supersession of earlier Order no. ECL/C-5(D)/Prom/Estb-10/HR/1902107/EE/827 dated 10-05-2025.

जायव मिश्रा  
12/05/2025  
(Gaurav Mittal)

Sr. Manager (HR)/HOD (EE)

**Distribution:**

Chairman-cum-Managing Director, ECL/CCL  
 Dir(F)/Dir(T)OP/D(HR)/Dir(T)P&P/C.V.O., ECL  
 GM (HR/EE), CIL/CCL  
 GM(Co-Ordination)/TS to CMD/GM(Fin)/GM(Sys)/GM(HRD)/GM(Vig.)/GM(HR/IR)/CMS, ECL  
 HOD(Empl/Rectt.)/HOD(WBE)/HOD(PF/Pension)/HOD(Manpower)/HOD(E&T)/HOD(Admin), ECL  
 TS to D(T)Op/TS to D(T)P&P/TS to D(F)/TS to D(HR)/TS to CVO, ECL  
 CMO I/C (Admin), ECL/CMO I/C, Sanctoria Hospital, 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  
 Manager (Excv.)/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 Assumption Report**  
 Personal File

**Attendance Particulars of the concerned executive at EE Dept., ECL HQ:**

The concerned executive has marked her attendance at EE Dept., ECL HQ from 29-04-2025 to 10-05-2025 excluding Sunday and Holidays. Commuted Sick Leave from 30-04-2025 to 02-05-2025. However, no salary has been prepared from EE Dept., ECL HQ.

पंजीकृत कार्यालय / Regd. Office

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

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