

Ref. No. ECL/C-5(D)/Estb-B15/MM/1983464/EE/1431

Dated: 31<sup>st</sup> July, 2025

## OFFICE ORDER

**MS NAYANMONI SAIKIA (EIS No. 95001996)**, Asst. Manager (MM), presently posted at Salanpur Area, is hereby transferred & posted at Area Store, Kajora Area, till further order.

On being formally released from her present place of posting, the concerned executive will report to Area General Manager, Kajora, ECL, for her further assignment.

**The concerned executive is also advised to fill up her new 'PRIDE' form for the year 2025-26 within 15 days of her joining/assuming charge of new assignment, in consultation with her Reporting Authority. It is the sole responsibility of the concerned executive for completion of PRIDE cycle on time.**

This is issued with approval of the Competent Authority.

  
31.07.2025

(Subrata Dasgupta)

General Manager (HR/EE)

### Distribution:

CMD, ECL

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

GM(Co-Ord)/TS to CMD/GM(Vig)/GM(Fin)/GM(Sys)/GM(HRD)/GM(MM), ECL

HOD(MP)/HOD(Admin)/HOD(PF/Pension)/HOD(E&T), ECL

GM/Area HR Manager/AFM, Kajora/Salanpur 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

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 Handover-Takeover Report**

Personal File

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

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