


OFFICE ORDER

1. **MS VELAMALA SRIVIDYA (EIS No. 95002300)**, Asst. Manager (MM), presently posted at MM Dept., ECL HQ, is hereby transferred and posted at Area Store, Kajora Area, ECL, till further order.
2. In partial modification to Office Order no. 1431 dated 31-07-2025, **MS NAYANMONI SAIKIA (EIS No. 95001996)**, Asst. Manager (MM), presently posted at Salanpur Area, is hereby transferred and posted at MM Dept., ECL HQ, till further order.

On being formally released from their present place of posting, the concerned executives will report to their respective Area General Manager/HOD for their further assignments.

The concerned executives are also advised to fill up their new 'PRIDE' form for the year 2025-26 within 15 days of their joining/assuming charge of new assignments, in consultation with their Reporting Authorities. It will be the sole responsibility of the Executives concerned for completion of PRIDE cycle on time.

This is issued with approval of the Competent Authority.


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

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

Concerned Executives - **with a request to send their Joining/Charge Handover-Takeover Report**

Personal Files