

Ref No. ECL/CMD/C-6B/Sectt. (Pers)/2025/ 525

Dated: 18.12.2025

NOTIFICATION

Sub: Inviting application from willing employees for their transfer to different Subsidiaries of CIL.


In continuation to the earlier notification issued by HoD (WBE), ECL HQs vide reference No. ECL/CMD/C-6B/Sectt. (Pers.)/2025/503, dated 04.12.2025, in regard to the employees who are willing to opt for transfer to other subsidiaries except Mining Supervisory personnel/Accountant/Pharmacist/Electrical Supervisor are advised to submit their application directly to General Manager (HR/IR), ECL HQs in the prescribed format attached herewith.

The Area Manager (HR) / HR (In-Charge) of all Areas, Units, and Establishments of Eastern Coalfields Limited are hereby advised to **ensure prominent display of the enclosed notice at conspicuous locations** within their respective jurisdictions, so as to ensure wide visibility and accessibility to all employees.

Further, a photographic confirmation of such display shall be forwarded to this office within three (03) days from the date of issuance of this notice, for record and compliance.

In addition, the concerned officers are advised to undertake direct communication with employees at the grassroots level, through appropriate channels, to ensure that the contents of the notification are effectively disseminated and reach all concerned without exception.

Encl: As above.


(Punyadip Bhattacharya)
General Manager (HR/IR),

Distribution-

Director (HR), ECL- for kind information.
TS to CMD, ECL
General Manager/Dy. General Manager/CMO(IC), All Areas/Estb./Hospital.
Area Manager (HR)/HR (IC), All Areas/Estb./Hospital.
All General Manager/HoDs, ECL HQs.
HoD (WBE), ECL HQs.
Dy. General Manager (HR/IR), ECL HQs.

Regd. Office

Office Of the General Manager (P&IR), Sanctoria, P.O. Dishergarh, Dist. Paschim Burdwan (W.B.) PIN 713333

/Phone – 0341-2523586/ E-mail: hodir.ecl@coalindia.in

website: www.easterncoal.nic.in

EASTERN COALFIELDS LIMITED
Application for Transfer one Area to another
(To be submitted in Duplicate)

1. Name of the employee :
2. Father's Name :
3. U.Man No. :
4. Designation :
5. Grade/Category :
6. Name of the Colliery/ :
Area where working
7. Date of Appointment :
8. Date of Birth :
9. Is he/she a permanent/ :
Trainee
10. Name of the Subsidiary/ :
where he/she wants
To be transferred
11. Requirement as per Manpower Budget of the year:
(a) Requirement: (b) On Roll (c) Short (d) Surplus

Photograph to be attested by the personnel Executives of unit/establishment with signature official seal and full name

Signature of the Employee

BIO-DATA FORMAT FOR TRANSFER

1.	Name		Photograph duly attested by an officer of Personnel Department
2.	Fathers Name		
3.	Designation		
4.	Category / Grade		
5.	Employee No.		
6.	Date of Birth		
7.	Date of appointment		
7A.	Whether completed 03 years of service		
8.	Date of joining to the present post		
9.	CMPF Account Number		
10.	Present place of posting		
11.	Name of Company where employee wants transfer		
12.	Education / Qualification		
13.	Permanent Address		
14.	Attendance of last three years (Calendar Year)		
15.	ACR of last three years (Financial Year)		
16.	Description of disciplinary action, if any, of last three years		
17.	Clearances	A. Vigilance Clearance -	
		B. Departmental Clearance -	
		C. Safety Clearance -	
18.	Any other information which is required for the purpose		
19.	Recommendation of Controlling Officer		

**Signature
of an officer of Personnel Department
of the Unit / establishment**