

संदर्भ सं. ECL/C-5(D)/Estb-B15/HR/2151522/EE/98

दिनांक: 20th January, 2026**OFFICE ORDER/कार्यालय आदेश**

On being appointed by CIL vide Appointment Letter no. 14486 dated 12-11-2025, issued by the General Manager (HR/Recruitment), CIL, **Sri VIVEK KUMAR**, Management Trainee (MM), joined ECL on 05-01-2026 (FN). He is hereby posted at Sodepur Central Stores, ECL, till further order.

He is hereby advised to report to the Depot Officer, Sodepur Central Stores, ECL, for his further assignments.

Sl. No.	Name of the Executive	CIL Reg. No.	Date of Birth	Category	Appointment Letter No. & Date	Place of Posting
1	VIVEK KUMAR	CIL2025077575	01/SEP/1998	ST	14486 DT. 12-11-2025	SODEPUR CENTRAL STORES


As per terms and conditions of the appointment as **Management Trainee (MM)**, he is entitled to get initial basic pay of ₹.50,000/- per month in the scale of pay ₹.50,000 – 1,60,000/- etc. as admissible to the executives of CIL & its Subsidiaries as per Rules/Orders framed/issued from time to time.

On being appointed, the above Management Trainee (MM) will have to serve the company for a minimum period of 60 months during which deductions of ₹.5000/- per month as security deposit will be made from his salary as per terms and conditions of the Appointment and Bond so executed. The amount will be subject to deduction of Provident Fund etc. Failure on his part to serve the Company/in the event of his leaving the job or in case his service is terminated before the period of 60 (Sixty) months would result in forfeiture of the retention amount. However, on completion of minimum period of service of 60 (Sixty) months, the said amount shall be refunded to the concerned Executive.

The appointment is provisional and subject to verification of certificates from the concerned authorities and in case at any subsequent stage of appointment, if it is found that the certificates are not genuine, his service can be terminated based on the verification report of the concerned authorities.

Other terms & conditions will be applicable as per the Appointment letters & "Terms & Conditions" issued to the above Management Trainees (MM).

This is issued with the approval of the Competent Authority.


अग्रिमय दासगुप्ता

महाप्रबंधक (मा. सं./अधि. स्था.)

मनीषा

Distribution Overleaf:

पंजीकृत कार्यालय / Regd. Office

अधिकारी स्थापना विभाग, अध्यक्ष-सह-प्रबंधक, निदेशक कार्यालय / Executive Establishment Dept., Office of The Chairman-cum-Managing Director
सांकतोडिया, पोस्ट- डिसेरगढ़, जिला: पश्चिम बर्द्धमान (प. बं.), 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.easterncoal.nic.in



Distribution/वितरण:

- Chairman-cum-Managing Director, ECL
- Dir(F)/Dir(T)OP/Dir(HR)/Dir(T)P&P/C.V.O., ECL
- GM (HR/Recruitment), CIL
- GM(Co-ord)/TS to CMD/GM(Vig)/GM(Fin)/GM(Sys)/GM(HRD)/GM(PRB)/GM(MM), ECL
- HOD(Fin-Estb)/HOD(MP)/HOD(Admin)/HOD(E&T), ECL
- Depot Officer/Personnel Executive I/C, Sodepur Central Stores, 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), Manpower Cell, ECL HQ
- Sr. Manager (HR/EE)/Nodal Officer (PMS), 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 his joining report at his concerned place of posting**

Personal File

Attendance Particulars of the MT at EE Dept., ECL HQ:
 The concerned MT has marked his attendance at EE Dept, ECL HQ, from 05-01-2026 to 20-01-2026, excluding Sundays. However, no salary has been prepared from EE Dept, ECL HQ.

मनीषा

(Signature)
 (Name)

Distribution Over: