

# ECL



ईस्टर्न कोलफील्ड्स लिमिटेड  
**Eastern Coalfields Limited**  
(कोल इंडिया की एक अनुषंगी)  
(A Subsidiary of Coal India Limited)  
(A Govt. of India Undertaking)  
(भारत सरकार का एक उपक्रम)

Ref No.-ECL/C-5(D)/Estb-B15/Civil/E-2202296/EE/ 10 |

Dated: 20.01.2026

### OFFICE ORDER

On being appointed by the General Manager (Human Resource/ Recruitment) CIL, following Management Trainee (Civil) has joined ECL on 26.12.2025 and is hereby posted at the place as mentioned against his name:

Sl. No	Name of the Executive	CIL Reg No	Date of Birth	Caste	Reported on	Appt Letter No & dated	Posted at
1.	Kundan Raj	CILG240000013	25.07.1999	OBC(NCL)	26.12.25	14624 & 16.12.2025	Rajmahal Area

The above-mentioned MT is hereby advised to report to the Concerned Area General Manager for his further assignments.

As per terms and conditions of the appointment as **Management Trainee (Civil)**, 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 in the company, he will have to serve a minimum of 60 months during which a deduction of Rs 5000/- per month as retention amount from the stipend/salary will be made. In the event of failure on his part to serve the Company for the minimum period of 60 months, the amount so deducted as retention amount would be forfeited and they will have to deposit the balance of the bond amount after adjusting the retention amount so deducted. However, on completion of minimum period of service of 60 (Sixty) months, the said amount shall be refunded to the concerned Executive without any interest.

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 detected that the certificates are not genuine, his services can be terminated based on the verification report of the concerned authorities.

Other terms & conditions will be applicable as per the Appointment letter & "Terms & Conditions" issued to the above Management Trainee (Civil).

This is issued with the approval of the Competent Authority.

*ASD*  
20/01/26  
(Himadri Shekhar Das)  
Dy. Manager (HREE)

Dy. Manager (P/EE)  
ECL HQ. Sanctoria

### Distribution Overleaf

पंजीकृत कार्यालय / Regd. Office

अधिकारी स्थापना विभाग, अध्यक्ष-सह -प्रबंधक, निदेशक कार्यालय / Executive Establishment Dept., Office of The Chairman-cum-Managing Director  
संकेत-कोल इंडिया, पोस्ट- डिसेरगढ़, जिला: पश्चिम बर्द्धमान (प. ब.), 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

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## Distribution

1. CMD, ECL
2. Director (F)/ Director(T) OP / Director (HR) / Director(T)P&P / C.V.O ECL
3. TS to CMD/ TS to D(F)/ TS to D(T)OP/ / TS to D(HR)/ TS to D(T)P&P, ECL HQ
4. GM / HoD – Fin (I/C) / Civil / Systems / HRD / Vig / Admin / E&T, ECL HQ
5. Area GM / AM (HR) / AFM – Rajmahal Area
6. Sr. Manager (HR/MP), Nodal officer (ERP/HCM), ECL HQ
7. Sr. Manager (HR/EE), Nodal officer "PRIDE/PAR", ECL HQ
8. Manager (HR/EE), Nodal Officer (SAP), ECL HQ
9. Executive Concerned- with a request to send a joining report to this office for records
10. Personal file

## **Attendance Particulars of the MT reported at EE Dept., ECL HQ:**

Physical Attendance of the above-mentioned executive is marked at EE Department, ECL HQ on the date of joining i.e 26.12.2025 to 20.01.2026 (Except Sundays and Holidays) and the leave details are mentioned below.

Casual Leave from 30.12.2025 to 31.12.2025

However, no salary has been prepared at ECL HQ.

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. ब.), पिन -713333 / Sanctoria, P.O. - Dishergarh, Dist.-Paschim Bardhaman (W.B.), PIN-713333

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