

Ref. No. ECL/C-5(D)/Estb-B5/2102976/EE/2095

Dated: 18th October, 2025

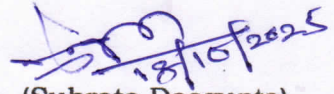
OFFICE ORDER

In terms of clause no. 3.1 of Terms & Conditions of Appointment Letter & Office Order No. CIL:RECTT:TC Order:372 dated 26-09-2025 issued by the General Manager (HR/Rectt.), CIL, Kolkata, the following Management Trainee of Geology discipline in E-2 grade, presently posted at Geo-Tech/MCP Cell, ECL HQ, on successful completion of one year training period and subsequent qualifying in the written test held at IICM, Ranchi, has been placed in regular scale of pay Rs.60,000 – 1,80,000/- in E-3 grade from the date as mentioned against her name. She will be on probation for a period of one year at the first instance and will be **designated as Asst. Manager (Geology) in E-3 grade** and shall continue in her existing place of posting till further order.

SL NO	EIS NO.	NAME OF EXECUTIVE (SRI)	REVISED DESIG.	DATE OF APPOINTMENT	DATE OF PLACEMENT IN E-3 GRADE	PLACE OF POSTING
1	95003394	JOYITA SAHA	ASST. MANAGER (GEOLOGY)	08-JUL-2024	08-JUL-2025	GEO-TECH/MCP CELL, ECL HQ

The executive must report to the Area Nodal Officer (PMS) of her respective place of posting to fill the **New PRIDE** form for the year 2025-26 immediately.

This is issued with the approval of the Competent Authority.


 (Subrata Dasgupta)
General Manager (HR/EE)

Distribution :-

Chairman-cum-Managing Director, ECL/CMPDIL
 Dir(F)/Dir(T)OP/Dir(T)P&P/Dir(HR)/C.V.O., ECL
 GM (HR/Recruitment), CIL
 GM(Coord)/TS to CMD/GM(Vig)/GM(Fin)/GM(Sys)/GM(HRD)/GM(Geology), ECL
 HOD(Manpower)/HOD(Admin)/HOD(E&T)/HOD(PF/Pension), ECL
 TS to D(P)/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
 Sr. Manager (Fin-Estb.), 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 the charge assumption report in E-3 Grade**
 Personal File/Subject File

प्रसिद्धि कार्यालय / Regd. Office