

Ref. No. ECL/C-5(D)/Estb-B15/HR/2114241/EE/2495

Dated: 15th December, 2025**OFFICE ORDER**

On being appointed by CIL vide Appointment Letter no. 14590 dated 04-12-2025 issued by the General Manager (HR/Recruitment), CIL, **Sri NEERAJ KUMAR**, Management Trainee (Human Resource), joined ECL on 12-12-2025. He is hereby posted at Bankola Area.

He is hereby advised to report to the Area General Manager, Bankola Area, 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	NEERAJ KUMAR	CIL2025105640	06/MAY/1992	OBC (NCL)	14590 DT. 04-12-2025	BANKOLA AREA

As per terms and conditions of the appointment as **Management Trainee (HR)**, 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 (HR) 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 Trainee (HR).

This is issued with the approval of the Competent Authority.

(Sundar Kumar Khare)

Sr. Manager (HR)/HOD(EE)

Distribution Overleaf:

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

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- Area GM/Area HR Manager/AFM, Bankola 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), Manpower Cell, ECL HQ
- Sr. Manager (HR/EE)/Nodal Officer (PMS), ECL HQ
- 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 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 on 12-12-2025 to 15-12-2025 (Excluding Sunday).

Distribution Overhead

Sr. Manager (HR)/HOD(EE)

(Signature)

This is issued with the approval of the Competent Authority

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

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

On being appointed, the above Management Trainee (HR) will have to serve the company for a minimum period of 60 months during which deductions of ₹2000/- 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.

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