

Ref. No. ECL/C-5(D)/Estb-B15/M&S/2151537/EE/2424

Dated: 02nd December, 2025**OFFICE ORDER**

On being appointed by CIL vide Appointment Letter no. as indicated against their names, the following Management Trainees (M&S), joined ECL on **17-11-2025**. They are hereby posted at the Area/Dept. as mentioned against their names.

They are hereby advised to report to the concerned Area General Manager/HOD, for their further assignments.

SL. NO	CIL REG NO.	NAME OF THE EXECUTIVES (SRI/MS.)	DATE OF BIRTH	CATE GORY	APPOINTMENT LETTER NO. & DATE	PLACE OF POSTING
1	CIL2025002134	SYNA MITRA	03/OCT/1995	UR	14436 DT. 11-11-2025	M&S DEPT, ECL HQ
2	CIL2025098336	SAYAN MONDAL	26/SEP/1997	SC	14467 DT. 12-11-2025	SP MINES AREA

As per terms and conditions of the appointment as **Management Trainee (M&S)**, they are 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 Trainees (M&S) 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 their 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 their part to serve the Company/in the event of their leaving the job or in case their services are 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 Executives.

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, their 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 (M&S).

This is issued with the approval of the Competent Authority.


 (Subrata Dasgupta)

General Manager (HR/EE)

Distribution Overleaf:

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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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Manager (HR/EE)/Nodal Officer (SAP), ECL HQ

Concerned Executives - **with a request to send their joining reports at their concerned places of posting**

Personal Files

Attendance Particulars of the MTs at EE Dept., ECL HQ:

Ms SYNA MITRA: Physical attendance from 17-11-2025 to 02-12-2025 (Excluding Sundays).

Sri SAYAN MONDAL: Physical attendance from 17-11-2025 to 02-12-2025 (Excluding Sundays & Causal Leave on 29-11-2025).

