

Ref. No. ECL/C-5(D)/Estb-B15/Legal/MT/2151498/EE/2296 Dated: 18th November, 2025

OFFICE ORDER

On being appointed by CIL vide Appointment Letter no. 14456 dated 11-11-2025 issued by the General Manager (HR/Recruitment), CIL, **Sri AJAY FRANCIS LAKRA**, Management Trainee (Legal), joined ECL on 17-11-2025 (FN). He is hereby posted at Rajmahal Area.

He is hereby advised to report to the Area General Manager, Rajmahal Area, ECL, for his further assignments.

Sl. No.	Name of the Executive	CIL Reg. No.	Date of Birth	Category	Appointment Letter No. & Date	Posted at
1	AJAY FRANCIS LAKRA	CIL2025057903	18/NOV/1993	ST	14456 DT. 11-11-2025	RAJMAHAL AREA

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

This is issued with the approval of the Competent Authority.

(Signature)
18/11/2025
(Subrata Dasgupta)

(Signature)
General Manager (HR/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- डिसेरगढ, 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

- 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(Coordination)/TS to CMD/GM(Vig)/GM(Fin)/GM(Sys)/GM(HRD)/GM(HR/Legal), ECL
- GM(PF/Pen)/HOD(MP)/HOD(Admin)/HOD(E&T), ECL
- Area GM/Area HR Manager/AFM, Rajmahal 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 17-11-2025 & 18-11-2025.

As per the conditions of the appointment as Management Trainee (Legal), he is entitled to get initial basic pay of ₹ 20,000/- per month in the scale of pay ₹ 20,000 - 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 (Legal) 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. Return on his part to serve the Company in the event of his leaving the job or in case his 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 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 detected that the certificates are not genuine, his service can be terminated based on the report of the concerned authorities.

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

This is issued with the approval of the Competent Authority.

General Manager (HR)

Distribution Over