

Ref. No. ECL/C-5(D)/Estb-B15/Survey/2156926/EE/2343 Dated: 24<sup>th</sup> November, 2025

## OFFICE ORDER

**SRI TAPAS KUMAR NAG (EIS No. 95000980)**, Sr. Officer (Survey), presently posted at Satgram-Sripur Area, is hereby assigned the additional charge of Area Survey Officer, Satgram-Sripur Area, in addition to his existing assignments, till further order.

He will take over the charge of Area Survey Officer, Satgram-Sripur Area, from **SRI KOUSHICK BASU RAY (EIS No. 90220575)**, Asst. Manager (Survey), Satgram-Sripur Area.

On assumption of charge of Area Survey Officer, Satgram-Sripur Area, the concerned executive will report to Area General Manager, Satgram-Sripur Area, ECL.

**The concerned executive is also advised to fill up his new 'PRIDE' form for the year 2025-26 within 15 days of his joining/assuming charge of new assignment, in consultation with his Reporting Authority. It is the sole responsibility of the concerned executive for completion of PRIDE cycle on time.**

This is issued with approval of the Competent Authority.

गौरव मिश्रा  
(Gaurav Mittal) 24/11/2025

Sr. Manager (HR)/HOD(EE)

### Distribution:

CMD, ECL  
Dir(F)/Dir(T)OP/Dir(HR)/Dir(T)P&P/C.V.O., ECL  
GM(Co-Ord)/TS to CMD/GM(Vig)/GM(Fin)/GM(Sys)/GM(HRD)/HOD(Survey), ECL  
GM(PF/Pens)/HOD(MP)/HOD(Admin)/HOD(E&T), ECL  
GM/Area HR Manager/AFM, Satgram-Sripur 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), 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 Executives - with a request to send his Joining/Charge Handover-Takeover Report  
Personal Files

पंजीकृत कार्यालय / Regd. Office

अधिकारी स्थापना विभाग, अध्यक्ष-सह-प्रबंधक, निदेशक कार्यालय / Executive Establishment Dept., Office of The Chairman-cum-Managing Director  
सांकलौड़िया, पोस्ट- डिसेरगढ़, जिला: पश्चिम बर्द्धमान (प. बं.), पिन -713333 / Sanctoria, P.O. - Dishergarh, Dist.-Paschim Bardhaman (W.B.), PIN-713333

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