

Ref. No. ECL/C-5(D)/Estb-B15/Legal/MT/2151498/EE/2316 Dated: 19th November, 2025

OFFICE ORDER

On being appointed by CIL vide Appointment Letter no. 14457 dated 11-11-2025 issued by the General Manager (HR/Recruitment), CIL, **Ms. ELGIN SIKKA**, Management Trainee (Legal), joined ECL on 19-11-2025 (FN). She is hereby posted at Mugma Area.

She is hereby advised to report to the Area General Manager, Mugma Area, ECL, for her further assignments.

Sl. No.	Name of the Executive	CIL Reg. No.	Date of Birth	Category	Appointment Letter No. & Date	Place of Posting
1	ELGIN SIKKA	CIL2025000311	09/Mar/1999	ST	14457 DT. 11-11-2025	MUGMA AREA

As per terms and conditions of the appointment as **Management Trainee (Legal)**, she 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 her 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 her part to serve the Company/in the event of her leaving the job or in case her 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 detected that the certificates are not genuine, her 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.

गौरव मिश्रा

(Gaurav Mittal) 19/11/2025

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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सीआईएन / CIN : U1010WB1975GO1030295, वेबसाइट / Website : www.easterncoal.nic.in

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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 her joining report at her concerned place of posting**
Personal File

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

The concerned MT has marked her attendance at EE Dept, ECL HQ on 19-11-2025.

MUGMA AREA	11-11-2025	ET	Present	
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As per terms and conditions of the contract, the concerned Executive is entitled to the initial basic pay of ₹ 51,000/- per month & a scale of pay ₹ 50,000 - ₹ 60,000. She is entitled to the allowance of CIL at the rate of ₹ 10,000/- per month. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month.

On being appointed the above Manager, she has been asked to serve the company for a period of 60 months. The salary which she is entitled to receive is ₹ 51,000/- per month. She is entitled to the gratuity benefit of ₹ 2,50,000/- per month. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month.

The appointment is deemed to be valid and correct. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month.

One copy of the order will be submitted to the concerned Executive. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month. The concerned Executive is entitled to the gratuity benefit of ₹ 2,50,000/- per month.

(Name of the Executive)
(Sr. Manager (HR/EE))
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