

Ref. No. ECL/C-5(D)/Estb-B15/HR/MT/2114241/EE/2318

Dated: 19th November, 2025

OFFICE ORDER

On being appointed by CIL vide Appointment Letter no. as indicated against their names, the following Management Trainees (HR), joined ECL on **19-11-2025**. They are hereby posted at the Areas as mentioned against their names.

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

SL. NO.	CIL REG NO.	NAME OF THE EXECUTIVES (SRI/MS.)	DATE OF BIRTH	CATE GORY	APPOINTME NT LETTER NO. & DATE	PLACE OF POSTING
1	CIL2025096285	ISSUE MISHRA	16/Mar/2000	EWS	14361 DT. 10-11-2025	BANKOLA AREA
2	CIL2025064794	RUPALI MEGHA MINZ	13/Aug/1997	ST	14366 DT. 10-11-2025	KUNUSTORIA AREA

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

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पंजीकृत कार्यालय / Regd. Office

अधिकारी स्थापना विभाग, अध्यक्ष-सह -प्रबंधक, निदेशक कार्यालय / Executive Establishment Dept., Office of The Chairman-cum-Managing Director
 सांकतोडिया, 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

This is issued with the approval of the Competent Authority.

जिका निमल
19/11/2025

(Gaurav Mittal)

Sr. Manager (HR)/HOD(EE)

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/IR), ECL
- GM(PF/Pen)/HOD(MP)/HOD(Admin)/HOD(Empl/Rectt)/HOD(E&T), ECL
- Area GM/Area HR Manager/AFM, Bankola/Kunustoria 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 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:

The concerned MTs have marked their attendance at EE Dept., ECL HQ on 19-11-2025.