

Ref. No. ECL/C-5(D)/Estb-B15/1646108/Pers/EE/3110

Dated: 08<sup>th</sup> October, 2024

## OFFICE ORDER

On being promoted as General Manager (Personnel) in E-8 grade & posted at ECL, vide Office Order no. CIL/C-5A(V)/DPC/E7 to E8-23/Pers/B-702 dated 28-08-2024 of the Dy. GM (P/EE), CIL and subsequently released from MCL w.e.f. 24-09-2024 (AN) vide Office Order no. MCL/HQ:EE(CRC):2024:6557 dated 31-08-2024 of the Manager (P/EE), MCL & subsequent Order no. MCL/GM/BA/2024-25/ES-48/288 dated 24-09-2024 of the General Manager, Basundhara Area, MCL, **Sri Ashok Kumar Patra** (EIS No. 90051616), has reported at ECL on **25-09-2024 (FN)** and assumed charge as General Manager (Personnel) in E-8 grade w.e.f. 25-09-2024.

He is hereby posted at **Legal Dept, ECL HQ**, till further orders. He is advised to directly report to the D(P), ECL, for his further assignments.

The concerned executive is also advised to fill up the new '**PAR**' form for the year 2024-25, within 15 days of his joining/assuming charge at his new places of posting, in consultation with his Reporting Authority, failing which it will be the sole responsibility of the executive concerned.

This is issued with approval of Competent Authority, ECL.

गौरव मिश्र  
HOD (EE) 8/10/2024

### Distribution:

Chairman-cum-Managing Director, ECL  
Dir(F)/Dir(T)P&P/Dir(T)OP/Dir(P)/C.V.O., ECL  
GM (P/EE), CIL/MCL  
GM(Coord)/TS to CMD/GM(Vig)/GM(Fin)/GM(Sys)/GM(P/IR)/GM(P/Legal), ECL  
HOD(Adm)/HOD(HRD)/HOD (PF/Pension)/HOD(E&T), ECL  
TS to D(P)/TS to D(T)Op/TS to D(T)P&P/TS to D(F)/TS to CVO, ECL  
Sr. Manager (P/MP)/Nodal Officer (SAP/HCM), Manpower Cell, ECL HQ  
Sr. Manager (Excv.)/Local Admin(e-Office), System Dept, ECL HQ  
Sr. Manager (P/EE)/Nodal Officer (PMS), ECL  
Sr. Manager (Fin-Estb.), ECL HQ  
Manager (P/EE)/Nodal Officer (EIS), ECL HQ  
Concerned Executive - **with a request to send his joining report at his new place of posting**  
Personal File/Subject File

### **Attendance Particulars of the concerned executive at EE Dept., ECL HQ:**

The concerned executive has marked his attendance at EE Dept, ECL HQ from 25-09-2024 to 08-10-2024 (Excluding Sunday-29-09-2024 & 06-10-2024, Public Holiday on 02-10-2024 & Casual Leave on 03-10-2024); However, no salary has been prepared from EE Dept, ECL HQ

पंजीकृत कार्यालय / Regd. Office

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

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