



वेस्टर्न कोलफील्ड्स लिमिटेड
Western Coalfields Limited

(मिनीरत्न कंपनी) (A Miniratna Company)
(कोल इंडिया लि. की अनुषंगी कंपनी) (A Subsidiary of Coal India Limited)



कार्मिक विभाग

Department of Personnel

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CIN : U10100MH1975GOI018626

ISO 9001:2015 Certified

🌐 www.westerncoal.nic.in

पंजी.का.:कोयला विहार, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001 Regd. Off.: Coal Estate, Civil Lines, Nagpur (MS) - 440001

संदर्भ.संख्या.: WCL/PER/EE/1518

दिनांक: 06-05-2020

आदेश

Mr. Vivek Kumar Singh (90267584), Dy.Manager(Personnel), E4 grade – presently posted at IR Department, WCL Hqrs. is hereby transferred in existing capacity/ grade to PR Department, WCL HQ., Nagpur, till further orders.

On being released, Mr. Singh is advised to report to the General Manager(Per)/EE-PR, WCL Hqrs. Nagpur, for his further assignments.

On reporting, the executive must fix KPIs and targets in Online PRIDE within a period of 15 days of taking up the new role.

This issues with approval of the Competent Authority.

(Handwritten signature)
(आर जी गेडाम)
महाप्रबंधक(कार्मिक)/ ईई

वितरण:

1. Executive Concerned. (Through: General Manager, IR Department, WCL HQ.)
2. The General Manager(P/EE-PR), WCL Hqrs.
3. The General Manager(P)/IR, WCL Hqrs.
4. The General Manager(Min)-(CA)/ TS to D(P)/ D(F)/ D(T)Op/ D(T)P&P, WCL HQ.
5. The Chief Manager(Min)/TS to D(T)P&P, WCL Hqrs.
6. The General Manager(System), WCL HQ - with a request to upload in WCL's website.
7. The General Manager(Finance)I/c/ General Manager(Per)-(HRD), WCL HQ.
8. The Dy.Manager(Secttl) to CMD/ D(P)/ D(F)/ D(T)Op/ D(T)P&P/ CVO, WCL HQ.
9. CR Cell/Personal file.

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Dear Sir,

It is pleased to inform that the Competent Authority has approved the publication of CIL Executive HR Manual, a compendium of Executive HR Policies & Rules in CIL Website.

Accordingly, alike publication of provisional Global Seniority list, the provisional **HR Manual** document as on 1st of every month incorporating any new developments happened during the last month **will be uploaded in Intranet portal of CIL Website** with **access to only employees of CIL & its Subsidiaries** who are having Coal India Mail IDs.

In this regard, the provisional CIL Executive HR Manual of May, 2020 has been uploaded in CIL Beta Website under **Employees Corner/ Departments/ Personnel/ Executive HR Manual as a private page** so that it can be accessible only to the employees of CIL & its Subsidiaries who are having Coal India Mail IDs through individual logins. Due efforts have been taken to prepare the manual. However, in case if any document/ OM/ OO issued by CIL is found to be not included in the Manual, the same may kindly be brought to the notice of Policy Division, CIL (Hq), Kolkata to make the manual both comprehensive and accurate for ready reference by all concerned.

The provisional document will be uploaded in CIL Intranet portal as on 1st of every month till Oct' 2020 and after that, the revised/ updated final document as on 1st of every month would be published in CIL Intranet portal as a single point of reference.

Regards,
PVKR Mallikarjuna Rao,
General Manager (Pers./Policy Cell),
Coal India Limited (Hq),
Kolkata.

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वेस्टर्न कोलफील्ड्स लिमिटेड
कार्मिक विभाग, कोल इस्टेट, सिविल लाईन, नागपुर- 440001.

संदर्भ.संख्या.: WCL/PER/EE/1515

दिनांक: 05th May '20

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Forwarded for information and intimation to all the executives posted in your Area/ Deptt.:

1. The Area General Manager, All Areas.
2. The Head, All Departments.
3. The General Manager (Min)/(CA)/ TS to D(P)/ D(T)Op, D(T)P&P, D(F) WCL HQ.
4. The General Manager (System), WCL HQ- with a request to upload in WCL's website.
5. The Dy.Manager(Secttl) to CMD/ D(P)/ D(F)/ D(T)Op/ D(T)P&P/ CVO, WCL HQ.

(आर जी गेडाम)

महाप्रबंधक(कार्मिक)/ ईई