

No.H-11013/13/2019-Parl  
Government of India  
Ministry of Coal  
\*\*\*\*\*

Shastri Bhavan  
New Delhi, 5<sup>th</sup> November, 2020

To

The Director(Personnel)  
Coal India Limited  
Plot no. AF-III Action Area -IA  
Newtown, Rajarhat  
Kolkata-700156.

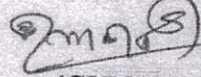
**Subject: Request to spare the services an Official from CIL .**

Sir,

I am directed to request to say that an officer of the level of Assistant Manager or Deputy Manager may be posted in Parliament Division, Ministry of Coal on attachment basis till permanent staff is not posted. The officer should have the working knowledge of Parliamentary matters in addition to proficiency in Computer applications.

2. The names of the three/four officials may please be sent to Shri Rajnish Kwatra, Deputy Secretary at the earliest for selection on [rajnish.kwatra@nic.in](mailto:rajnish.kwatra@nic.in)
3. This issues with the approval of Competent authority.

Yours faithfully,

  
(GUNANAND)  
Section Officer(Parl.)  
Tel.no. 2338-8781

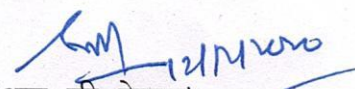
वेस्टर्न कोलफील्ड्स लिमिटेड  
कार्मिक विभाग, कोल इस्टेट, सिविल लाईन, नागपुर- 440001.

संदर्भ. संख्या.: WCL/PER/EE/3630

दिनांक: 12<sup>th</sup> December '20

Forwarded for wide circulation among executives and needful:

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

  
(आर जी गेडाम)  
महाप्रबंधक(कार्मिक)/ ईई  
Dr