प्रशापनि क्वान्यिन्न ज्ञ्ञ निव्हल् महानदी कोलफोल्डस लिमिटेड Mahanadi Coalfields Limited (A subsidiary of Coal India Limited) Office of the General Manager (P-EE&W) MCL HQ. Burla.
AT/Po- Jagruti Vihar
Dist- Sambalpur, (Odisha) -768020
Fax No. 0663-2542787
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Date.29.11.2019

Ref: MCL:HQ:EE:2019: 2711

To, All HODS,MCL HQ. The CGM/GM, All Areas CMS I/c,NSCH, Talcher / CH, Ib-Valley The GM,CWS(X),Talcher / Ib-Valley The CEO,MJSJ /MNH Shakti Ltd. The Incharge, Kolkata / BBSR

Subject:- Sensitization towards posting of comments on Social Media -reg

Dear Sir,

It is noticed that some employees are engaging themselves in making inappropriate communication about the company and its management on social media and other public communication platforms i.e. Facebook, Twitter etc.

The social media platforms are to be used judiciously by the employees of MCL, CIL, refraining themselves from posting any defamatory comments/posts against company/management/its departments / or any official in their individual capacity, which can tarnish the image of the company.

Therefore, every employee working under your administrative control may be sensitized towards use of Company related matters on Social Media. Further, if any act comes in notice, whereby employees are tarnishing the image of the Company, suitable action shall be initiated against them.

General Manager (P-Administration)/I/C EE,

<u>MCL</u>

Ccto: 1. The TS to CMD/D(T/O)/ D(P)/D(F)/D(T/P&P)/CVO,MCL 2.Office File.