

**कोल इण्डिया लिमिटेड**  
(भारत सरकार का उपक्रम)  
**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
**कोल भवन "COAL BHAWAN"**  
Premise No. 04, MAR, Plot No. AF-III  
Action Area-1A, Newtown, Rajarhat  
KOLKATA-700156 (WB)



**एक महारत्न कंपनी**  
A Maharatna Company

**PERSONNEL DIVISION**  
**POLICY CELL**

CIN: L23109WB1973GOI028844  
E-Mail: [policycell.cil@coalindia.in](mailto:policycell.cil@coalindia.in)  
Tel: 033-7110 4271  
Website: [www.coalindia.in](http://www.coalindia.in)

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/Transfer/582

दिनांक: 17.03.2021

## कार्यालय ज्ञापन

### **विषय: Amendments in CIL Executive Job Rotation & Transfer Policy**

In reference to CIL OMs No. CIL/C5A(PC)/Transfer/2849 & 43 dated 21.05.2018 & 12.02.2019 respectively, the Competent Authority of CIL has approved the following amendments in CIL Executive Job Rotation & Transfer Policy for implementation with immediate effect:

Cl. No.	Existing Provision	Amended Provision
8.0 (iv)	<b>Transfers on Promotion</b> In case of transfer on promotion, the Executives should be released to join the promoted post in the respective Company within 30 days from the issue of the order. In the event of non-release, the Executives will be deemed to have been released on expiry of 30 days and must join accordingly.  Non-joining on the promoted post within the stipulated time would lead to cancellation of the promotion order and debarring the executive for one subsequent DPC for promotion to the post.	<b>Transfers on Promotion</b> In case of transfer on promotion, the Executives should be released to join the promoted post in the respective Company within 60 days from the issue of the order. In the event of non-release, the Executives will be deemed to have been released on expiry of 60 days and must join accordingly.  Non-joining on the promoted post within the stipulated time would lead to cancellation of the promotion order and debarring the executive for one subsequent DPC for promotion to the post.
10 (v)	<b>Transfers on Requests</b> On issuance of request transfer order, the Executives should be released to join the transferred Subsidiary within 30 days from the date of the issue of the Order. In the event of non-release, the Executives will be deemed to have been released on expiry of 30 days and must join accordingly.	<b>Transfers on Requests</b> On issuance of request transfer order, the Executives should be released to join the transferred Subsidiary within 60 days from the date of the issue of the Order. In the event of non-release, the Executives will be deemed to have been released on expiry of 60 days and must join accordingly.
11 (iv)	<b>Sensitive Post Transfers</b> Transfer orders issued under sensitive category should be implemented within 30 days of issuance of orders. In the event of non-release of the transferee within the aforesaid period, he will be deemed to have been released on expiry of the 30 days and such an Executive must join the new place of posting accordingly.	<b>Sensitive Post Transfers</b> Transfer orders issued under sensitive category should be implemented within 60 days of issuance of orders. In the event of non-release of the transferee within the aforesaid period, he/ she will be deemed to have been released on expiry of the 60 days and such an Executive must join the new place of posting accordingly.
13 (iv)	<i>New provision</i>	<b>Other Provisions</b> If any change in the place/ department of posting is needed in any transfer/ rotation Order of the Executives issued under this Policy, the approval for

Cl. No.	Existing Provision	Amended Provision
		the same should be obtained by the concerned Subsidiary/ HOD from the Chairman, CIL/ Competent authority as specified in Clause 5 of the Policy within 60 days for reconsideration of the said transfer/ rotation Order, in the absence of which, he/ she will be deemed to have been released on expiry of the 60 days and such an Executive must join the new place of posting/ department accordingly. Further if Controlling authority still does not release the Executive concerned within the stipulated period, the concerned CMDs/ Chairman, CIL will take action against the erring Officials for such lapse/ delay.

This is for information and compliance by all concerned.

*[Signature]*  
17/3/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

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

संदर्भ. संख्या.: WCL/PER/EE/1055

दिनांक: 22<sup>nd</sup> March '21

Forwarded for information and vide circulation among the executives posted in your Area/ Deptt.:

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(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(T)Op/ D(T)P&P/ D(F)/ CVO, WCL HQ.

*[Signature]*  
22/03/2021  
उप.प्रबंधक(कार्मिक)/ईई

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संदर्भ सं: CIL/C5A (PC)/Transfer/583

दिनांक: 17.03.2021

## कार्यालय ज्ञापन

**विषय: Consolidated List of Sensitive Posts in CIL & its Subsidiaries**

In reference to CIL OMs No. CIL/C-5A(ii)/Transfer/Sensitive/B-371 & CIL/C5A(PC)/Transfer/167 dated 15.11.2013 & 02.07.2019 respectively, the Competent Authority of CIL has approved amendments in the list of sensitive posts for both Executive & Non-Executive cadre employees of CIL & its Subsidiaries for implementation with immediate effect.

The revised consolidated list of sensitive posts of Executives & Non-Executives is enclosed for information and compliance by all concerned.

*(Handwritten signature)*  
3/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

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

संदर्भ संख्या.: WCL/PER/EE/1056

दिनांक: 22<sup>nd</sup> March '21

Forwarded for information and further needful to:

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(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(T)Op/ D(T)P&P/ D(F)/ CVO, WCL HQ.

*(Handwritten signature)*  
22/03/2021  
उप. प्रबंधक (कार्मिक)/ईई

## Revised Consolidated List of Sensitive Posts in CIL & its Subsidiaries

### A) Executives

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
Mining	GM(Production), GM/ Executives dealing with explosive contracts, GM(Safety Conservation) & Executives dealing with explosives allocation and performance monitoring.	GM of Area, GM(Operation), Staff Officer (Min) at Area, Project officer, Colliery Manager, Blasting Officer, Coal Despatch Officers & Executives dealing with random testing of Explosives.
M&S	GM(M&S), Executives dealing with FSA with core & non-core sector consumers including small & medium sector & dealing with issue of delivery orders.	Area Sales Managers, Nodal officer for Road Sale & Siding in-charge.
MM (Store & Purchase)	GM(MM)(I/c), Executives dealing with Rate Contract, Depot Agreement, Tendering & Scrap Disposal.	Head of Area MM Estb., Executives dealing with local purchase, tendering, Head of Stores at Unit Level, Area, Regional/ Central Stores & Executives dealing with Diesel Dispensing units.
Civil Engg.	GM(Civil)(I/c), Executives dealing with award of work/ contract/ CSR activities.	Head of Civil Deptt at Area/ Project and other Executives dealing with award/ execution of work/ contact/ CSR activities.
Security	All posts	All posts
Vigilance	All Posts	--
Personnel	GM(Personnel/ Admn/ Executive Estb./ IR) & Executives dealing with promotion/ transfer/ recruitment of Executives/ Non-Executives, Contracts/ Procurement, CMPF/ Coal Mines Pension/ Advances.	All Area Personnel Managers, Personnel Executive in-charge of Project/ Colliery & Executives handling CMPF/ Coal Mines Pension/ Advances.
Finance	GM(Finance), Executives dealing with (i) Contractual Payments (ii) Tender (iii) Parking of Company Fund in Banks (iv) Treasury management (v) Personal Payments & (vi) CMPF/ Coal Mines Pension/ Advances.	Area Finance Managers & other Executives dealing with contractual payment/ payment to private suppliers, personal payments, Finance Executives in-Charge of Project/ Colliery & Executives handling CMPF/ Coal Mines Pension/ Advances.
E&M	GM(E&M), Executives dealing with inspection of store items & having association in Tender Committee, Executives dealing with Rate contracts & Depot agreements.	Head of E&M Estb, Executives dealing with inspection of store items & having association in Tender Committee, Executives dealing with contracts related to hiring of vehicles & Project/ Colliery I/c.
Excavation	GM(Excav), Executives dealing with inspection of store items & having association in Tender Committee,	Head of Excav Estb, Executives dealing with inspection of store items & having association in Tender Committee & Project/ Colliery I/c.

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
	Executives dealing with Rate contracts & Depot agreements.	
System	GM(System) & Executives dealing with Contract/ Hiring.	--
E&T/ Telecommunication	GM(E&T) & Executives dealing with Contract.	--
Contract Management Cell	All Executives	All Executives
Legal	GM(Legal), Executives dealing with selection of outside lawyers for dealing company cases, passing of bills & finalization of rates.	--
C&F Deptt	All Executives	--
General Service Deptt - CILHQ/ Town Admn Deptt - Subsidiary	Head of GSD/ Town Administration, Executives dealing with contractor bill payment, finalization of contracts & Stores.	Executives dealing with Contracts/ Bill payment.
Survey	--	Project/ Colliery Survey Officers deployed at mines dealing with measurement in partial/ total hiring basis and CMPDI Survey Executives involved in Outsourced OBR measurements.
Medical	Executives dealing with Purchase of medicines, outside referral cases and Hospital bills.	In-charge of Hospital/ Dispensary, Executives dealing with purchase of medicine & outside referral cases.

## B) Non- Executives

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
Mining	---	Weigh Bridge Staff & Loading Clerk/ Loading Personnel overmen posted in blasting operation.
M&S	All posts in Marketing & Sales except Quality Control, AAP, Formulation and Implementation of FSA, General Administration, Liaison, Parliament Question and VIP Reference, Despatch at Company Quarters, Computerization of Sales Records Settlement of demurrage & any other job of non - sensitive nature.	Assistants dealing with sales esp. Road sales & Technical Inspectors.
MM (Store & Purchase)	Employees dealing with scrap disposal & dealing purchase files (besides Secretarial staff).	Chief Store Keeper/ Store Keeper & Staff dealing with purchase files (besides Secretarial staff), Scrap disposal, diesel/ POL receipt and issue.
Civil Engg.	Overseer/ Engineering Assistant and assistants dealing with Tender files.	Overseer/ Engineering Assistant and assistants dealing with Tender files.
Security	All posts	All posts
Personnel	Staff dealing with promotion/ transfer/ appointment of Executive/ non-Executive, vehicle allocation, POL issue, repair of vehicles, Care taker of Guest House, CMPF/ Coal Mines Pension/ Advances.	Attendance Clerks & Staff dealing with issue of POL & repair of vehicles, staff maintaining Personal files & records, Care taker of Guest House, CMPF/ Coal Mines Pension/ Advances.
Finance	Pay Clerks (besides salary)/ cashier dealing with payment to suppliers/ contractors & Non-Executives handling CMPF/ Coal Mines Pension/ Advances.	Pay Clerks (besides salary)/ cashier dealing with payment to suppliers/ contractors & Non-Executives handling CMPF/ Coal Mines Pension/ Advances.
E&M	Supervisors of vehicle repair at garages & Assistants dealing with procurement files.	Assistants dealing with procurement/ contract/ repairs by outside party.
Excavation	Assistants dealing with procurement files.	Assistants dealing with procurement/ contract/ repairs by outside party.
Survey	---	Surveyors involved in outsourced OBR measurements.
Medical	Staff dealing with purchase of medicines, outside referrals and Hospital bills.	Staff dealing with purchase of medicines, monitoring & supply of meals, outside referrals and Hospital bills.

Note:

1. Executives/ Non-Executives of one discipline associated with/ performing sensitive post of other discipline will also be treated as on sensitive post.
2. Executives/ Non-Executives transferred/ rotated from a sensitive post should not be posted back in the same sensitive post within a period of 2 years. In exceptional circumstances, such postings are allowed only with the specific approval of the concerned CMD/ Chairman, CIL.
3. Any posting in Vigilance department must be done only with the concurrence of concerned CVO.

कोल इण्डिया लिमिटेड

(एक महारत्न कंपनी)

श्र. श. एवं औ. सं. विभाग

कोल भवन, प्रीमाईस-4, एम.ए.आर.प्लॉट सं: ए.एफ.।।।

ए.ए.: 1-A, न्यूटाउन, राजरहाट, कोलकाता-700156

सी.आई.एन: L23109WB1973GOI028844

फोन: 033 2324 4112, फैक्स - 033 2324 6527

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COAL INDIA LIMITED

(A Maharatna Company)

MP&IR DIVISION

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(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:9001:2015 प्रमाणित कंपनी)

संदर्भ सं: CIL/C-5B/MP/Trans.Policy 552

दिनांक: 30.08.2023

## ORDER / आदेश

**विषय:** Transfer Policy for Non-Executives of CIL and its subsidiaries

Transfer Policy for Non-Executives working in CIL and its subsidiaries has been approved in 163<sup>rd</sup> CMDs meet held on 18.08.2023 at CIL Hq.

The Policy is attached and circulated for compliance. This shall come into force with immediate effect.

संलग्नक: यथोक्त

जो तब 30/8/23  
(गौतम बनर्जी)

महाप्रबंधक(श्रम-शक्ति एवं औ. सं.)  
गौरव

**प्रतिलिपि (ईमेल द्वारा):-**

1. अध्यक्ष - ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल./ एस.ई.सी.एल./ एन.सी.एल. / एम.सी.एल. / सी.एम.पी.डी.आई.एल
2. निदेशक (कार्मिक) - ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल./ एस.ई.सी.एल./ एन.सी.एल. / एम.सी.एल.
3. निदेशक - तकनीकी / व्यवसाय विकास / विपणन/ वित्त
4. निदेशक (तकनीकी / सी.आर.डी.) - सी.एम.पी.डी.आई.एल
5. सी.वी.ओ. - सी.आई.एल. / ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल. / एस.ई.सी.एल. / एन.सी.एल. / एम.सी.एल. / सी.एम.पी.डी.आई.एल
6. कार्यकारी निदेशक (समन्वय) - अध्यक्ष सी.आई.एल. के तकनीकी सचिव
7. महाप्रबंधक (कार्मिक एवं औ. सं.) - ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल./ एस.ई.सी.एल./ एन.सी.एल. / एम.सी.एल. / सी.एम.पी.डी.आई.एल
8. महाप्रबंधक - एन.ई.सी.
9. निदेशक (कार्मिक एवं औ.सं.), सी.आई.एल. के तकनीकी सचिव



## TRANSFER POLICY FOR NON-EXECUTIVES IN CIL & ITS SUBSIDIARIES

1.	<b>Title and commencement</b> This policy shall be called the ' <b>Transfer Policy for Employees in CIL &amp; Its Subsidiaries</b> '. It shall come into force with effect from 30.08.2023
2.	<b>Scope and applicability</b> This policy shall apply to all Non-Executive employees of Coal India Ltd. & its subsidiaries.
3.	<b>Objective</b> The objective of transfer policy is to ensure even redeployment of manpower across the Subsidiaries as per availability of vacancy for optimization of performance
4.	<b>Definition</b> <ol style="list-style-type: none"><li>Company: CIL, its subsidiaries, NEC, RSO and allied establishments of CIL (HQ), Kolkata.</li><li>Employee: A permanent Non-Executive cadre employees of CIL and its Subsidiaries governed under the provisions of National Coal Wage Agreements finalized from time to time.</li></ol>
5.	<b>Competent Authority</b> <ol style="list-style-type: none"><li><b>Director (P &amp; IR), CIL</b> – For inter-subsidiary transfer.</li><li><b>Chairman, CIL on recommendation of Director (P&amp;IR), CIL</b> - For posting at CIL HQ, RSO and allied establishments of CIL (HQ).</li><li><b>Director (Personnel) of Subsidiary or any other authority for whom the authority is delegated</b> – For inter area transfers within the subsidiary and providing consent/acceptance in case of inter subsidiary transfers.</li><li><b>Area GM</b> – For intra-Area</li><li><b>GM (MP &amp; IR)</b> – For intra-HQ transfers.</li></ol>
6.	<b>Frequency / Regularity / Occurrence of transfer</b> <ul style="list-style-type: none"><li>Transfers on 'request basis' shall normally be undertaken once in six months i.e. in September and March every year.</li><li>Transfers on 'administrative grounds' shall be effected at any time of the year based on the requirements of the company.</li><li>Notwithstanding anything mentioned herein above, management reserves the right to transfer (request/ administrative) any employee at any point without assigning any reasons thereof.</li></ul>
7.	<b>Administrative Transfer</b> Transfers on 'administrative ground' can be effected at any time by the concerned Authority as under: <ol style="list-style-type: none"><li>Non-executives declared surplus can be transferred from one subsidiary/area/unit/department to another subsidiary/area/unit/department based on the requirement for gainful utilization of manpower. However, efforts may be taken to consider choice/preference (three choices) of posting from the employees in case of</li></ol>



such transfers.

- ii. In case of requirement raised by any establishment, due to work exigency or requirement for certain specific skill set, junior most employees will be considered for transfers to meet the requirements.
- iii. Departmental/internal candidates selected against notified vacancies circulated with the objective of exhausting the internal resources before going for direct recruitment, will be transferred to the selected establishment provided the application was forwarded through proper channel.
- iv. Notwithstanding anything contained above, the following category of Employees shall be given special consideration on transfer and posting:
  - a. Employees who have less than **three** years' service left.
  - b. Employees suffering from the following illness:
    - i. Cancer, not of primary stage
    - ii. Paralysis of permanent nature
    - iii. Leprosy
    - iv. Kidney failure
    - v. Total blindness
    - vi. Heart Diseases
    - vii. HIV
    - viii. Brain Disorder
    - ix. Liver Cirrhosis
  - c. Divyang employees
  - d. Working couples
- v. No consent for release/ acceptance is required to transfer employees on administrative grounds.

## 8. Transfer on Request

### A. Inter-Subsidiary transfer

- i. Transfer on request basis may be effected by the management subject to administrative requirements.
- ii. Employees (other than those in the initial grade of the cadre) joining CIL HQ or its allied establishments on 'Request transfers' shall be required to join in the grade immediately below their existing grade.
- iii. A 'No objection' shall be obtained from the both the subsidiaries for processing such requests for transfer.
- iv. Such requests for transfer shall be forwarded to CIL by subsidiaries along with the following documents:
  - a. Application & Bio-data (Proforma attached).
  - b. ACRs for last three financial years and Attendance report of last three



calendar years

- c. Departmental clearance and Vigilance clearance report. Safety clearance in respect of Mining Supervisory Staff
- d. Written undertaking to be posted in any area / mine / establishment on such transfers.
- e. Written undertaking to join in the grade immediately below their existing grade in case of request for transfer to CIL HQ or its allied establishments.
- v. Transfer request of employee inducted through direct recruitment shall not be considered for a period of minimum 03 years from his date of joining in the subsidiary, as such cases defeats the purpose of recruitment and affects the % of SC/ST/OBC in the subsidiary.
- vi. On request transfer between subsidiaries, the seniority of employees will be determined as stipulated in OM No. CIL/C-5B/JBCCI-X/SC/Determination of Seniority/33 dt. 11.02.2021.
- vii. For employees (other than those in the initial grade of the cadre) joining CIL HQ from subsidiaries, seniority in the grade immediately below their existing grade will be determined as stipulated in OM No. CIL/C-5B/JBCCI-X/SC/Determination of Seniority/33 dt. 11.02.2021.
- viii. The transfer Order shall be valid for 60 days from the date of the issue of the Order and the transferred employees shall be released to join the transferred place during the period of its validity.
- ix. An employee transferred from one company to another will normally not be transferred back to the Company from where he / she was transferred. However, under special circumstances, Competent Authority reserves the right to revert an employee back to his previous subsidiary, for administrative reasons.

**B. Inter-Area transfer**

- i. Employees may be transferred from one Area to another Area based on their request subject to requirement.
- ii. 'No objection' of Area GM of the existing Area and acceptance from the Area to which transfer is to be made, shall be necessary.
- iii. The document/s as specified in point 8(A)(iv), shall be decided by the subsidiaries, to consider and finalize the transfers.

**C. Inter-Unit transfer**

- i. Employees could be transferred from one Unit to another Unit based on their request.
- ii. 'No objection' of Project Officer of the existing Area and acceptance from the Project Officer to which transfer is to be made, shall be necessary.
- iii. The document/s as specified in point 8(A)(iv), shall be decided by the subsidiaries, to consider and finalize the transfers



<b>9.</b>	<b>Sensitive post Transfer</b> <ul style="list-style-type: none"><li>i. If an Employee holding a sensitive post continues to be in the post, he /she would be transferred from that post on completion of the 3 years as per OM No. CIL/ C5A (PC)/ Transfer/ 583 dated 17.03.2021 and as would be amended/ modified from time to time.</li><li>ii. However, he / she may be allowed to continue in a sensitive post, for administrative reasons, for a period beyond 3 years subject to a maximum total duration of 5 years in the post, subject to approval of CMD of the subsidiary/ concerned FD of CIL HQ.</li><li>iii. Transfer orders issued under sensitive category should be implemented within 30 days of issuance of orders. In the event of non-release of the transferee within the aforesaid period, he / she will be deemed to have been released on expiry of the 30 days and such Non- Executive must join the new place of posting accordingly.</li></ul>
<b>10.</b>	<b>Other Provisions</b> <ul style="list-style-type: none"><li>i. Any person who brings or attempts to bring outside pressure in the matter of transfer and posting will be dealt sternly. Company reserves the right to initiate disciplinary action against the employee and an adverse entry will be made in the Annual Confidential Report of such employee.</li></ul>
<b>11.</b>	<b>Repeal</b> <p>Unless specified otherwise, all existing provisions of transfer in respect of Employees will stand superseded by this policy from the date of its commencement.</p>
<b>12.</b>	<b>Savings</b> <ul style="list-style-type: none"><li>i. Interpretation of the provisions of this policy will be reserved exclusively with the Director (P&amp;IR), CIL and his / her interpretation will be final.</li><li>ii. Director (P&amp;IR), CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this policy at his discretion or on administrative grounds in the interest of the Company for reasons to be recorded in writing.</li></ul>



**कोल इण्डिया लिमिटेड**  
(भारत सरकार का उपक्रम)  
**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
**कोल भवन "COAL BHAWAN"**  
Premise No. 04, MAR, Plot No. AF-III  
Action Area-1A, Newtown, Rajarhat  
KOLKATA-700156 (WB)



**एक महारत्न कंपनी**  
A Maharatna Company

**PERSONNEL DIVISION**  
**POLICY CELL**  
CIN: L23109WB1973GOI028844  
E-Mail: policycell.cil@coalindia.in  
Tel: 033-7110 4271  
Website: www.coalindia.in

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/Transfer/583

दिनांक: 17.03.2021

## कार्यालय जापन

### **विषय: Consolidated List of Sensitive Posts in CIL & its Subsidiaries**

In reference to CIL OMs No. CIL/C-5A(ii)/Transfer/Sensitive/B-371 & CIL/C5A(PC)/Transfer/167 dated 15.11.2013 & 02.07.2019 respectively, the Competent Authority of CIL has approved amendments in the list of sensitive posts for both Executive & Non-Executive cadre employees of CIL & its Subsidiaries for implementation with immediate effect.

The revised consolidated list of sensitive posts of Executives & Non-Executives is enclosed for information and compliance by all concerned.

*नीला प्रसाद*  
17/3/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

### **ई-मेल के माध्यम से वितरण:**

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Co-ordination), CIL
8. GM(P/EE)/ GM(MP&IR), CIL
9. GM, NEC
10. HoD, CIL New Delhi Office
11. HoD, IICM
12. Dy.Mgr (P/PC), CIL – for uploading the OM in CIL website for information and compliance by all concerned.

## Revised Consolidated List of Sensitive Posts in CIL & its Subsidiaries

### A) Executives

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
Mining	GM(Production), GM/ Executives dealing with explosive contracts, GM(Safety Conservation) & Executives dealing with explosives allocation and performance monitoring.	GM of Area, GM(Operation), Staff Officer (Min) at Area, Project officer, Colliery Manager, Blasting Officer, Coal Despatch Officers & Executives dealing with random testing of Explosives.
M&S	GM(M&S), Executives dealing with FSA with core & non-core sector consumers including small & medium sector & dealing with issue of delivery orders.	Area Sales Managers, Nodal officer for Road Sale & Siding in-charge.
MM (Store & Purchase)	GM(MM)(I/c), Executives dealing with Rate Contract, Depot Agreement, Tendering & Scrap Disposal.	Head of Area MM Estb., Executives dealing with local purchase, tendering, Head of Stores at Unit Level, Area, Regional/ Central Stores & Executives dealing with Diesel Dispensing units.
Civil Engg.	GM(Civil)(I/c), Executives dealing with award of work/ contract/ CSR activities.	Head of Civil Deptt at Area/ Project and other Executives dealing with award/ execution of work/ contract/ CSR activities.
Security	All posts	All posts
Vigilance	All Posts	--
Personnel	GM(Personnel/ Admn/ Executive Estb./ IR) & Executives dealing with promotion/ transfer/ recruitment of Executives/ Non-Executives, Contracts/ Procurement, CMPF/ Coal Mines Pension/ Advances.	All Area Personnel Managers, Personnel Executive in-charge of Project/ Colliery & Executives handling CMPF/ Coal Mines Pension/ Advances.
Finance	GM(Finance), Executives dealing with (i) Contractual Payments (ii) Tender (iii) Parking of Company Fund in Banks (iv) Treasury management (v) Personal Payments & (vi) CMPF/ Coal Mines Pension/ Advances.	Area Finance Managers & other Executives dealing with contractual payment/ payment to private suppliers, personal payments, Finance Executives in-Charge of Project/ Colliery & Executives handling CMPF/ Coal Mines Pension/ Advances.
E&M	GM(E&M), Executives dealing with inspection of store items & having association in Tender Committee, Executives dealing with Rate contracts & Depot agreements.	Head of E&M Estb, Executives dealing with inspection of store items & having association in Tender Committee, Executives dealing with contracts related to hiring of vehicles & Project/ Colliery I/c.
Excavation	GM(Excv), Executives dealing with inspection of store items & having association in Tender Committee,	Head of Excv Estb, Executives dealing with inspection of store items & having association in Tender Committee & Project/ Colliery I/c.

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
	Executives dealing with Rate contracts & Depot agreements.	
System	GM(System) & Executives dealing with Contract/ Hiring.	--
E&T/ Telecommunication	GM(E&T) & Executives dealing with Contract.	--
Contract Management Cell	All Executives	All Executives
Legal	GM(Legal), Executives dealing with selection of outside lawyers for dealing company cases, passing of bills & finalization of rates.	--
C&F Deptt	All Executives	--
General Service Deptt - CILHQ/ Town Admn Deptt - Subsidiary	Head of GSD/ Town Administration, Executives dealing with contractor bill payment, finalization of contracts & Stores.	Executives dealing with Contracts/ Bill payment.
Survey	--	Project/ Colliery Survey Officers deployed at mines dealing with measurement in partial/ total hiring basis and CMPDI Survey Executives involved in Outsourced OBR measurements.
Medical	Executives dealing with Purchase of medicines, outside referral cases and Hospital bills.	In-charge of Hospital/ Dispensary, Executives dealing with purchase of medicine & outside referral cases.

## B) Non- Executives

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
Mining	---	Weigh Bridge Staff & Loading Clerk/ Loading Personnel overmen posted in blasting operation.
M&S	All posts in Marketing & Sales except Quality Control, AAP, Formulation and Implementation of FSA, General Administration, Liaison, Parliament Question and VIP Reference, Despatch at Company Quarters, Computerization of Sales Records Settlement of demurrage & any other job of non - sensitive nature.	Assistants dealing with sales esp. Road sales & Technical Inspectors.
MM (Store & Purchase)	Employees dealing with scrap disposal & dealing purchase files (besides Secretarial staff).	Chief Store Keeper/ Store Keeper & Staff dealing with purchase files (besides Secretarial staff), Scrap disposal, diesel/ POL receipt and issue.
Civil Engg.	Overseer/ Engineering Assistant and assistants dealing with Tender files.	Overseer/ Engineering Assistant and assistants dealing with Tender files.
Security	All posts	All posts
Personnel	Staff dealing with promotion/ transfer/ appointment of Executive/ non-Executive, vehicle allocation, POL issue, repair of vehicles, Care taker of Guest House, CMPF/ Coal Mines Pension/ Advances.	Attendance Clerks & Staff dealing with issue of POL & repair of vehicles, staff maintaining Personal files & records, Care taker of Guest House, CMPF/ Coal Mines Pension/ Advances.
Finance	Pay Clerks (besides salary)/ cashier dealing with payment to suppliers/ contractors & Non-Executives handling CMPF/ Coal Mines Pension/ Advances.	Pay Clerks (besides salary)/ cashier dealing with payment to suppliers/ contractors & Non-Executives handling CMPF/ Coal Mines Pension/ Advances.
E&M	Supervisors of vehicle repair at garages & Assistants dealing with procurement files.	Assistants dealing with procurement/ contract/ repairs by outside party.
Excavation	Assistants dealing with procurement files.	Assistants dealing with procurement/ contract/ repairs by outside party.
Survey	---	Surveyors involved in outsourced OBR measurements.
Medical	Staff dealing with purchase of medicines, outside referrals and Hospital bills.	Staff dealing with purchase of medicines, monitoring & supply of meals, outside referrals and Hospital bills.

Note:

1. Executives/ Non-Executives of one discipline associated with/ performing sensitive post of other discipline will also be treated as on sensitive post.
2. Executives/ Non-Executives transferred/ rotated from a sensitive post should not be posted back in the same sensitive post within a period of 2 years. In exceptional circumstances, such postings are allowed only with the specific approval of the concerned CMD/ Chairman, CIL.
3. Any posting in Vigilance department must be done only with the concurrence of concerned CVO.



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

Ref No: MCL/GM (MP&amp;IR)/Trans/2024/ 278

Date: 29.02.2024

### OFFICE ORDER

ईब-वैली क्षेत्र में कार्यरत निम्नलिखित कर्मचारियों का स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में 02 महीने की अवधि के लिए अस्थायी रूप से लखनपुर क्षेत्र में किया जाता है।

The following employees of IB Valley Area are hereby temporarily transferred to Lakhanpur Area for a period of 02 months, in their existing grade & capacity.

SI No	Name	UM No	Designation	Present place of posting	Transferred to
1	Sri Gopal Tondan	77515682	Sr. RI, T&S Gr.A	IB Valley Area	Lakhanpur Area
2	Sri Ajay Xess	77609840	Amin, T&S Gr.D	IB Valley Area	Lakhanpur Area
3	Sri Rajesh Kumar Sethi	77610244	Amin, T&S Gr.D	IB Valley Area	Lakhanpur Area
4	Sri Vinay Kumar Yadav	77609717	Amin, T&S Gr.D	IB Valley Area	Lakhanpur Area

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, लखनपुर क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, they are directed to report to the General Manager, Lakhanpur Area along with their identity proof for further assignment of duties, under confirmation to this office.

उनकी प्रतिनियुक्ति अवधि पूरी होने के बाद, उन्हें उनके मूल पदस्थापन स्थान पर वापस कर दिया जाएगा।

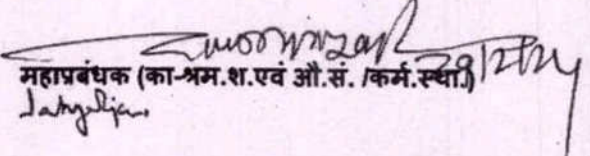
After completion of their deputation period, they shall be reverted back to their original place of posting.

इसके अलावा, वह ईब-वैली क्षेत्र के रोल में बने रहेंगे और वेतन के भुगतान के लिए उनकी उपस्थिति लखनपुर क्षेत्र द्वारा तैयार की जाए और उसे ईब-वैली क्षेत्र में भेजा जाए।

Further, they should remain in the roll of IB Valley Area & their attendance should be prepared & sent by Lakhanpur Area to IB Valley Area for payment of salary.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1394652 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with the approval of the Competent Authority vide e-office No.1394652.

  
महाप्रबंधक (का-अम.श. एवं औ.सं. /कर्म.स्था.)  
Lakhanpur

#### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned (through GM, IB Valley Area)
2. GM (L&R)/ HOD, MCL
3. GM, IB Valley Area, Lakhanpur Area
4. APM, IB Valley Area, Lakhanpur Area
5. TS to D(P), MCL
6. TS to D(T/O), MCL
7. Dy. Manager(P/MP), MCL HQ
8. Office file



# MCL



भारत 2023 INDIA

महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager(MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं..MCL/GM (MP&IR)/Trans/2024/ 01

दिनांक: 01.01.2024

### कार्यालय आदेश / OFFICE ORDER

श्री जशमी रंजन सुकुमार, सीनियर ओवरमैन, टी एंड एस ग्रेड-A, कर्मचारी संख्या 77579589, जो वर्तमान में महालक्ष्मी क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में लिंगराज क्षेत्र में किया जाता है।

Sri Jashmi Ranjan Sukumar, Sr.Overman, T&S Gr.A, UM No.77579589, presently posted at Mahalaxmi Area is hereby transferred to Lingaraj Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, लिंगराज क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

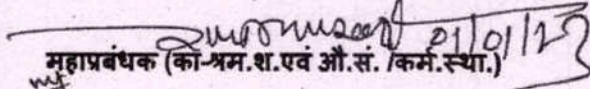
On being released, he is directed to report to the General Manager, Lingaraj Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1335478 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1335478.

  
महाप्रबंधक (को-अम.श.एवं औ.सं./कर्म.स्था.)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Mahalaxmi Area)
2. GM, Mahalaxmi Area / Lingaraj Area
3. APM, Mahalaxmi Area / Lingaraj Area
4. TS to D(P), MCL
5. Dy. Manager(P/MP), MCL HQ
6. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM(P&IR)/Trans/2024/ 17

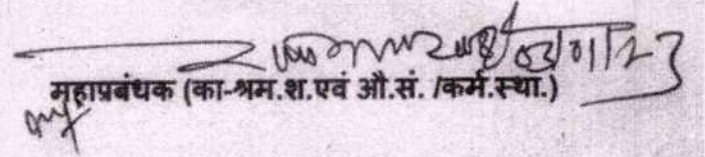
दिनांक: 03.01.2024

## Office Order

Sri Ranjeet Kumar, UM No. 77610517, Legal Inspector presently posted at Legal Department, MCL HQ is hereby transferred to CMC department, MCL HQ in his existing grade and capacity.

On being released, he is directed to report to the General Manager (CMC)/HOD along with his identity proof for further assignment of duties, under confirmation to this office.

This issues with approval of the Competent Authority vide e-office no.1337393.

  
महाप्रबंधक (का-श्रम.श.एवं औ.सं./कर्म.स्था.)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through Dy. GM (Legal)/ HOD)
2. General Manager (CMC)/HOD, MCL Hq
3. Dy. GM (Legal)/ HOD
4. TS to D(P), MCL
5. Dy. Manager(P/MP), MCL HQ
6. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM(P&IR)/Trans/2024/ ५४

दिनांक: 10.01.2024

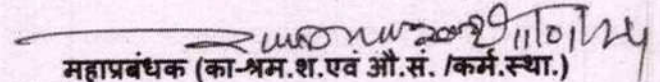
### Office Order

Sri Ranjan Kumar Sahoo, Fitter Helper (E&M) Cat-II, UM No.77647345 presently posted at Bharatpur Area is hereby transferred to Jagannath Area in his existing grade and capacity.

On being released, he is directed to report to the General Manager, Jagannath Area along with his identity proof for further assignment of duties, under confirmation to this office.

This is a **request transfer** and the same shall be regulated accordingly.

This issues with approval of the Competent Authority vide e-office no.1348171.

  
महाप्रबंधक (का-श्रम.श.एवं औ.स. /कर्म.स्था.)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Bharatpur Area)
2. GM, Jagannath Area/ Bharatpur Area
3. GM(P)/APM, Jagannath Area
4. APM, Bharatpur Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM (MP&IR)/Trans/2024/ | 0 |

दिनांक: 23.01.2024

## कार्यालय आदेश / OFFICE ORDER

श्री पंकज लोचन बरिहा, जनरल मजदूर, कैट-1, कर्मचारी संख्या 77604528, जो वर्तमान में जगन्नाथ क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में हिंगुला क्षेत्र में किया जाता है।

Sri Pankaj Lochan Bariha, Genl Mazdoor, Cat-I, UM No.77604528, presently posted at Jagannath Area is hereby transferred to Hingula Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, हिंगुला क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, he is directed to report to the General Manager, Hingula Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1357928 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1357928.

Chief Manager (P&IR)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Jagannath Area)
2. GM(P-MP&IR/NEE), MCL
3. GM, Jagannath Area/ Hingula Area
4. APM, Jagannath Area/ Hingula Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL'HQ
7. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager(MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं..MCL/GM (MP&IR)/Trans/2024/ 102

दिनांक: 23.01.2024

## कार्यालय आदेश / OFFICE ORDER

श्री धूलेश्वर बेहरा, डोजर ऑपरेटर, कैट-A, कर्मचारी संख्या 77505188, जो वर्तमान में लिंगराज क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में हिंगुला क्षेत्र में किया जाता है।

Sri Dhuleswar Behera, Dozer Operator, Cat-A, UM No.77505188, presently posted at Lingaraj Area is hereby transferred to Hingula Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, हिंगुला क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, he is directed to report to the General Manager, Hingula Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1359378 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1359378.

Chief Manager(P&IR)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Lingaraj Area)
2. GM(P-MP&IR/NEE), MCL
3. GM, Lingaraj Area / Hingula Area
4. APM, Lingaraj Area / Hingula Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager(MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं..MCL/GM (MP&IR)/Trans/2024/ 103

दिनांक: 23.01.2024

### कार्यालय आदेश / OFFICE ORDER

श्री अजीत कुमार प्रधान, ईपी इलेक्ट्रीशियन, कैट-E, कर्मचारी संख्या 77607901, जो वर्तमान में भरतपुर क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में लिंगराज क्षेत्र में किया जाता है।

Sri Ajit Kumar Pradhan, EP Electrician, Cat-E, UM No.77607901, presently posted at Bharatpur Area is hereby transferred to Lingaraj Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, लिंगराज क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, he is directed to report to the General Manager, Lingaraj Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1359380 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1359380.

Chief Manager(P&IR)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Bharatpur Area)
2. GM(P-MP&IR/NEE), MCL
3. GM, Bharatpur Area / Lingaraj Area
4. APM, Bharatpur Area / Lingaraj Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager(MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं..MCL/GM (MP&IR)/Trans/2024/104

दिनांक: 23.01.2024

## कार्यालय आदेश / OFFICE ORDER

श्री पूर्ण चंद्र कालो, क्लर्क ग्रेड III, कर्मचारी संख्या 77616183, जो वर्तमान में महालक्ष्मी क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में बसुंधरा क्षेत्र में किया जाता है।

Sri Purna Chandra Kalo, Clerk Gr.III, UM No.77616183, presently posted at Mahalaxmi Area is hereby transferred to Basundhara Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, बसुंधरा क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, he is directed to report to the General Manager, Basundhara Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण प्रशासनिक के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।  
This is an **administrative transfer** and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1193636 के अनुमोदन के आधार पर जारी किया जा रहा है।  
This issues with approval of the Competent Authority vide e-office no.1193636.

Chief Manager(P&IR)

### प्रतिनिधि प्रेषित / Copy to:

1. Person Concerned : (through GM, Mahalaxmi Area)
2. GM(P-MP&IR/NEE), MCL
3. GM, Mahalaxmi Area/ Basundhara Area
4. APM, Mahalaxmi Area/ Basundhara Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM(P&IR)/Trans/2024/ 105

दिनांक 23.01.2024

## कार्यालय आदेश / OFFICE ORDER

निम्नलिखित कर्मचारियों का स्थानांतरण उनके मौजूदा ग्रेड और क्षमता में वर्तमान पदस्थापन स्थान से उनके नाम के समक्ष दर्शाये गए क्षेत्रों में किया जाता है।

The following employees are hereby transferred from their present place of posting to Areas, as mentioned against each, in their existing grade & capacity.

क्र.सं/ Sl. No	नाम/Name/ कर्म सं/UM No.	पदनाम/ Designation	वर्तमान पद-स्थापना स्थान /Present place of posting	को स्थानांतरित /Transfer to
1	Sri Rajkumar Singh, UM No.77555423	Dumper Operator, Cat-B	Lakhanpur Area	IB Valley Area
2	Sri Jitendra Sahu, UM No.77554145	Dumper Operator, Cat-B	IB Valley Area	Lakhanpur Area

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात आगे के कार्य हेतु अपने नए पदस्थापन स्थान के महाप्रबंधक को पहचान प्रमाण के साथ रिपोर्ट करें तथा रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, they are directed to report to the General Manager of their new place of posting along with their identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1301284 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with the approval of the Competent Authority vide e-office no.1301284.

Chief Manager (P&IR)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned (Through concerned GM)
2. GM(P-MP&IR/NEE), MCL
3. GM, Lakhanpur Area / IB Valley Area
4. APM, Lakhanpur Area/ IB Valley Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Master File



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM(P&IR)/Trans/2024/ 106

दिनांक 23.01.2024

### कार्यालय आदेश / OFFICE ORDER

निम्नलिखित कर्मचारियों का स्थानांतरण उनके मौजूदा ग्रेड और क्षमता में वर्तमान पदस्थापन स्थान से उनके नाम के समक्ष दर्शाये गए क्षेत्रों में किया जाता है।

The following employees are hereby transferred from their present place of posting to Areas, as mentioned against each, in their existing grade & capacity.

क्र.सं/ Sl. No	नाम/Name/ कर्मी सं/UM No.	पदनाम/ Designation	वर्तमान पद-स्थापना स्थान /Present place of posting	को स्थानांतरित /Transfer to
1	Sri Subanath Naik, UM No.77602613	Genl Mazdoor, Cat-I	Lakhanpur Area	Basundhara Area
2	Sri Arjun Oram, UM No.77647907	Genl Mazdoor, Cat-I	Basundhara Area	Lakhanpur Area

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात आगे के कार्य हेतु अपने नए पदस्थापन स्थान के महाप्रबंधक को पहचान प्रमाण के साथ रिपोर्ट करें तथा रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, they are directed to report to the General Manager of their new place of posting along with their identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1357835 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with the approval of the Competent Authority vide e-office no.1357835.

Chief Manager (P&IR)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned (Through concerned GM)
2. GM(P-MP&IR/NEE), MCL
3. GM, Lakhanpur Area / Basundhara Area
4. APM, Lakhanpur Area/ Basundhara Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Master File



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM (MP&IR)/Trans/2024/ 130

दिनांक: 30.01.2024

### कार्यालय आदेश / OFFICE ORDER

श्री नरेश खड़िया, ओवरमैन, टी एंड एस ग्रेड-B, कर्मचारी संख्या 77651818, जो वर्तमान में महालक्ष्मी क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में ईब-वैली क्षेत्र में किया जाता है।

Sri Naresh Khadia, Overman, T&S Gr.B, UM No.77651818, presently posted at Mahalaxmi Area is hereby transferred to IB Valley Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, ईब-वैली क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

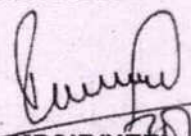
On being released, he is directed to report to the General Manager, IB Valley Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1369851 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1369851.

  
GM (P-MP&IR/NEE)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Mahalaxmi Area)
2. GM, Mahalaxmi Area/ IB Valley Area
3. APM, Mahalaxmi Area/ IB Valley Area
4. TS to D(P), MCL
5. Dy. Manager(P/MP), MCL HQ
6. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

Ref No. MCL/GM(P&IR)/Deputation/2024/139

Dated: 31.01.2024

## कार्यालय आदेश / OFFICE ORDER

श्री जितेंद्र कुमार बिस्वाल, सीनियर ओवरमैन, टी एंड एस ग्रेड-A, कर्मचारी संख्या 77568319, जो वर्तमान में लिंगराज क्षेत्र में पद-स्थापित हैं, उन्हें यूजी (भूमिगत) अनुभव प्राप्त करने के लिए 01 वर्ष की अवधि के लिए तालचेर क्षेत्र में प्रतिनियुक्त किया जाता है।

Sri Jitendra Kumar Biswal, Sr.Overman, T&S Gr.A, UM No.77568319, presently posted at Lingaraj Area, is hereby deputed to Talcher Area for a period of 01 year for obtaining UG experience.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, तालचेर क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, he is directed to report to the General Manager, Talcher Area along with his identity proof for further assignment of duties, under confirmation to this office.

उनकी प्रतिनियुक्ति अवधि पूरी होने के बाद, उन्हें उनके मूल पदस्थापन स्थान पर वापस कर दिया जाएगा।

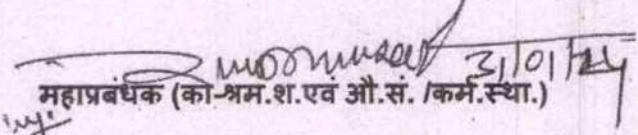
After completion of his deputation period, he shall be reverted back to his original place of posting.

इसके अलावा, वह लिंगराज क्षेत्र के रोल में बने रहेंगे और वेतन के भुगतान के लिए उनकी उपस्थिति तालचेर क्षेत्र द्वारा तैयार की जाए और उसे लिंगराज क्षेत्र में भेजा जाए।

Further, he should remain in the roll of Lingaraj Area & his attendance should be prepared & sent by Talcher Area to Lingaraj Area for payment of salary.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1242358 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with the approval of the Competent Authority vide e-office No.1242358.

  
महाप्रबंधक (का-श्रम.श.एवं औ.सं./कर्म.स्था.)

### वितरण / Copy to:

1. Person Concerned (through GM, Lingaraj Area)
2. GM, Lingaraj Area / Talcher Area
3. APM, Lingaraj Area / Talcher Area
4. TS to D(P), MCL HQ
5. Dy. Manager(P/MP), MCL HQ
6. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM (MP&IR)/Trans/2024/ 163

दिनांक: 05.02.2024

### कार्यालय आदेश / OFFICE ORDER

श्री निहार रंजन बेहरा, ईपी मजदूर, कैट-II, कर्मचारी संख्या 77631596, जो वर्तमान में भरतपुर क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में लखनपुर क्षेत्र में किया जाता है।

Sri Nihar Ranjan Behera, EP Mazdoor, Cat-II, UM No.77631596, presently posted at Bharatpur Area is hereby transferred to Lakhanpur Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, लखनपुर क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

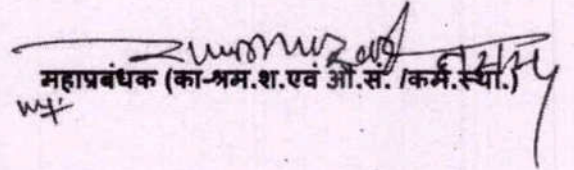
On being released, he is directed to report to the General Manager, Lakhanpur Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1303133 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1303133.

  
महाप्रबंधक (का-अम.श. एवं ऑ.स. / कर्म. स्था.)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Bharatpur Area)
2. GM, Bharatpur Area / Lakhanpur Area
3. APM, Bharatpur Area / Lakhanpur Area
4. TS to D(P), MCL
5. Dy. Manager(P/MP), MCL HQ
6. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager(MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं..MCL/GM (MP&IR)/Trans/2024/ 195

दिनांक: 12 .02.2024

## कार्यालय आदेश / OFFICE ORDER

श्री चंदन कुमार साहू, ईपी हेल्पर, कैट-E, कर्मचारी संख्या 77588416, जो वर्तमान में भरतपुर क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में जगन्नाथ क्षेत्र में किया जाता है।

Sri Chandan Kumar Sahoo, EP Helper, Cat-E, UM No.77588416, presently posted at Bharatpur Area is hereby transferred to Jagannath Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, जगन्नाथ क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, he is directed to report to the General Manager, Jagannath Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1384171 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1384171.

*[Handwritten Signature]*  
मुख्य प्रबंधक (कार्मिक एवं औ.सं.)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Bharatpur Area)
2. GM(P-MP&IR/NEE), MCL HQ
3. GM, Bharatpur Area / Jagannath Area
4. APM, Bharatpur Area / Jagannath Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं..MCL/GM (MP&IR)/Trans/2024/214

दिनांक: 15.02.2024

## कार्यालय आदेश / OFFICE ORDER

श्रीमती पद्मिनी प्रधान, सीनियर ड्रेसर/ ओटी असिस्टेंट, टी एंड एस, गार्ड-C, कर्मचारी संख्या 77517514, जो वर्तमान में एनएससीएच तालचेर, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ब्रेड एवं क्षमता में लिंगराज क्षेत्र में किया जाता है।

Smt. Padmini Pradhan, Sr.Dresser/ OT Asst. T&S Gr.C, UM No.77517514, presently posted at NSCH Talcher is hereby transferred to Lingaraj Area, in her existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, लिंगराज क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

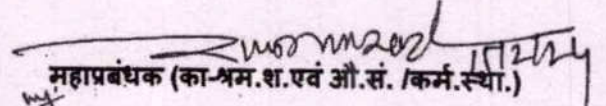
On being released, she is directed to report to the General Manager, Lingaraj Area along with her identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।

This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1384319 के अनुमोदन के आधार पर जारी किया जा रहा है।

This issues with approval of the Competent Authority vide e-office no.1384319.

  
महाप्रबंधक (का-श्रम.श.एवं औ.सं./कर्म.स्था.)

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through CMS, NSCH-Talcher)
2. CMS, MCL HQ
3. CMS, NSCH-Talcher
4. GM, Lingaraj Area
5. APM, NSCH-Talcher/ Lingaraj Area
6. TS to D(P), MCL
7. Dy. Manager(P/MP), MCL HQ
8. Office file



# MCL



महाप्रबंधक (एमपी और आईआर) कार्यालय  
Office of the General Manager (MP&IR)  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

संदर्भ सं. MCL/GM (MP&IR)/Trans/2024/ 316

दिनांक: 5 .03.2024

### कार्यालय आदेश / OFFICE ORDER

श्री सुकदेव सिंह, क्लर्क ग्रेड I, कर्मचारी संख्या 77523876, जो वर्तमान में हिंगुला क्षेत्र, में पद-स्थापित है उनका स्थानांतरण उनके मौजूद ग्रेड एवं क्षमता में जगन्नाथ क्षेत्र में किया जाता है।

Sri Sukadev Singh, Clerk Gr.I, UM No.77523876, presently posted at Hingula Area is hereby transferred to Jagannath Area, in his existing grade and capacity.

उन्हें यह निर्देश दिया जाता है कि कार्यमुक्ति के पश्चात वे आगे के कार्य हेतु महाप्रबंधक, जगन्नाथ क्षेत्र को पहचान पत्र के साथ रिपोर्ट करें एवं रिपोर्ट की एक प्रति इस कार्यालय को भी प्रेषित करें।

On being released, he is directed to report to the General Manager, Jagannath Area along with his identity proof for further assignment of duties, under confirmation to this office.

यह स्थानांतरण अनुरोध के आधार पर किया जा रहा है, तदनुसार इसे विनियमित किया जाए।  
This is a request transfer and the same shall be regulated accordingly.

यह सक्षम अधिकारी के ई-ऑफिस संख्या 1411141 के अनुमोदन के आधार पर जारी किया जा रहा है।  
This issues with approval of the Competent Authority vide e-office no. 1411141.

स्तिमांजन पंडा  
05/2/2024  
मुख्य प्रबंधक (कार्मिक/ कर्म.स्था.)  
Sujana

### प्रतिलिपि प्रेषित / Copy to:

1. Person Concerned : (through GM, Hingula Area)
2. GM(P-MP&IR/NEE), MCL HQ
3. GM, Hingula Area / Jagannath Area
4. APM, Hingula Area / Jagannath Area
5. TS to D(P), MCL
6. Dy. Manager(P/MP), MCL HQ
7. Office file