



Eastern Coalfields Limited

(A Subsidiary of Coal India Limited)

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Date: 22.04.2020

Notice

Sub: Issuance of Sale Orders and other related activities considering the lockdown due to COVID-19.

In view of the nation- wide lockdown, extended till 03.05.2020, imposed by the Govt. of India to check the spread of pandemic due to Covid-19, the following procedure for issuance of Sale Orders (SO) and other activities have been adopted for the period under lockdown:-

1. Money Receipts (MR) and Sale Orders (SO) are to be generated at ECL, Kolkata office as per the prevailing system in vogue.
2. All SO shall have validity of 45 days from the print date.
3. The SO and MR are to be emailed in PDF format to the respective areas with a copy to the M&S Dept. and System Dept., ECL, HQ.
4. Areas to commence loading on the emailed SO and shall not wait till receipt of original SO.
5. The original SO and MR shall be sent to M&S Dept., ECL HQ through Company Dak System within a week.
6. These original SO and MR shall be delivered to the respective Area Sales Managers for reference and record.

This issues with the approval of competent authority.

Bh
22/04/2020
HOD, ECL, Kolkata

Notice Board, Computer Centre/ Sanctoria Sales Office.
DGM/ HOD (S&M), ECL, Sanctoria.
HOD/ Sr Manager (Fin-I/c) ECL, Kolkata.

Distribution:

1. Notice Board, M&S Dept., ECL, Sanctoria/ ECL, Kolkata
2. HOD/DGM(M&S), ECL HQ, Sanctoria – with the request to arrange for uploading the notice to ECL website
3. Chief Manager(M&S), ECL, Kolkata
4. Chief Manager(System), ECL, Kolkata
5. Sr. Manager (Fin/IC), ECL, Kolkata.