

"Under Jurisdiction of Nagpur Court Only"

वेस्टर्न कोलफील्ड्स लिमिटेड

(भारत सरकार का मिनी रत्न - श्रेणी I उपक्रम)

Western Coalfields Limited

(A Miniratna - Cat. I Government of India Undertaking)

CIN-U10100MH1975GOI018626



निदेशक (कार्मिक) का कार्यालय

OFFICE OF THE

DIRECTOR (PERSONNEL)

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पंजीकृत कार्यालय : कोल इस्टेट, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001
Regd. Office : Coal Estate, Civil Lines, Nagpur (M. S.) - 440001

कोल इस्टेट, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001
Coal Estate, Civil Lines, Nagpur (M. S.) - 440001

Ref. No. WCL / D(P) Sectt. / 127

Date :- 18/03/2016

OFFICE ORDER

CIL Gen Nxt Vision envisages the formation of "MT Support Cell" as an activity under Cultural Transformation. MT Support Cell is to be constituted in all the Areas of WCL and its HQ immediately as per the following framework:-

Objective :-

MT Support Cell will work as a "Help Desk" for the newly joined Management Trainees facilitating their proper induction in the company, where they will be provided assistance by the senior Gen Nxt officers.

Constitution :-

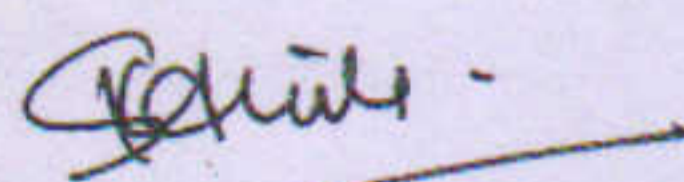
MT Support Cell will consist of the current batch Gen Nxt leaders of the respective Area or HQ and the Officer I/C (Administration) in case of Areas & one of the Gen Nxt officer of EE Department in case of HQ.

Functions :-

1. Providing assistance in joining formalities at HQ and Area
2. Coordinating with respective departments / officials at HQ or Area to help them in availing basic facilities such as accomodation, meals, conveyance, medical, etc.
3. To familiarise or introduce them to other Gen Nxt officers at HQ or Area
4. To provide "Information Kit" containing details about Company rules, procedures, forms, etc.
5. Coordination among HQ and Area MT Cells
6. Other roles as and when directed by the Competent Authority

Composition of the "MT Support Cell" in all the Areas and WCL HQ should be uploaded on the Company's website from time to time for ready reference of the newly joined Management Trainees.

This issues with the approval of the Competent Authority.


(S. K. Sinha)
TS to D(P)

Distribution:-

1. Area General Managers, WCL Areas & CWS Tadali
2. General Manager (Systems), WCL HQ
3. Dy. GM / HOD (EE), WCL HQ :- To constitute "MT Support Cell" in WCL HQ
4. Central Gen Nxt Taskforce Members from WCL

Shri Nitin Gupta
AM (Systems)