

"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)



अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय

Office of the

Chairman-cum-Managing Director

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2510314 (R)

पंजीकृत कार्यालय : कोल इस्टेट, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001  
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No. WCL/CMD/O-3/Secy/29

Dt. 7<sup>th</sup> Feb.2012

### OFFICE ORDER

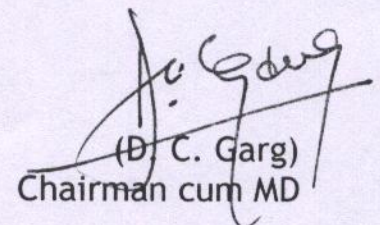
While entering into correspondence with the officials/ functionaries of Central Government/ State Government/ Quasi Government bodies, the officers are advised to maintain the Code of Protocol as issued by the competent authority from time to time.

No such correspondence will be made without approval of concerned Director.

The same restraint will be applicable for the letters of commitment of employment and other policy matters beyond the Delegation of Power of the issuing officer to District authorities and/or individuals etc.

It is hereby clarified that the company is under no obligation to honour such commitments beyond the delegation and authority of the concerned officer.

The order will be implemented with immediate effect. The violation of this order will make the concerned officer liable for disciplinary action.

  
(D. C. Garg)  
Chairman cum MD