

सुतीर्थ भट्टाचार्य  
Sutirtha Bhattacharya  
Chairman-cum-Managing Director



कोल इण्डिया लिमिटेड  
COAL INDIA LIMITED  
(A Maharatna Company)  
"COAL BHAWAN"  
PREMISES NO.04 MAR, PLOT NO. AF-III  
ACTION AREA-1A, NEW TOWN, RAJARHAT  
KOLKATA - 700 156.

Ref No. CIL/VIG/2015/34027/01 / 661

Date: 16-6-2017

**OFFICE ORDER**

Coal India is striving to move towards paper-less office with the implementation of E-Office, which is one of the Mission Mode Projects (MMP) under the Digital India Programme intended to bring more transparency, accountability and expeditious decision making. The Ministry has also directed to move over to e-office and completely do away with the physical movement of files.

The activation based on employee master data has been completed. Now it is directed to start diarisation of receipt and dispatch compulsorily from 1st July,2017 in e-office system. Thereafter, the physical register will be dispensed with.

(Sutirtha Bhattacharya)  
Chairman-cum-Managing Director  
Coal India Limited

Distribution:  
All Functional Directors,CIL  
All CMDs  
All CVOs  
All HODs, CIL  
ED, IICM  
GM(NEC)  
GM(ICT), CMPDI