



वसुधैव कुटुम्बकम्  
ONE EARTH · ONE FAMILY · ONE FUTURE



**CENTRAL COALFIELDS LIMITED**

*A Miniratna Company*  
(Govt. of India Undertaking)

**Office of the General Manager**

Reg. Office: Kuju Area, P.O.-Kuju,  
Distt-Ramgarh, Jharkhand-825316

Website: www.centralcoalfields.in

**CIN NO: U10200JH1956GOI000581**

e-Mail: sominingkuju@gmail.com

Ref. No.: GM(K)/SO(M)/2024/ 119

Date: 24/09/24

To,  
The Project Officer/HOD of the Area  
Karma/Topa/Sarubera/Ara/Pundi/Kuju/GM unit

**Sub: Training program on 26.09.2024.**

Dear Sir,

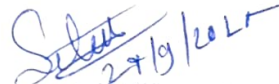

It is to inform that as per directives of higher management, a training program under Capacity Building Program is going to be organized at GM Office, Kuju Area, CCL. Following executives/Supervisors/Clerk of Area/Unit have been selected to attend the training as per following details:-

Name of the Program : Contract (Mining, E&M, Excavation, Civil, MM): IT initiative & Guidelines on Coal Dispatch.  
Venue : Conference Hall, Kuju GM Office  
Date : 26/09/2024  
Time : 10:30 AM to 1:30 PM 1<sup>st</sup> half (Contract (Mining, E&M, Excavation, MM) & 2:00 PM to 5:00 PM (IT initiative & Guidelines on Coal Dispatch)

The Project Officer/HOD of the Area are requested to kindly release the concerned employees.

This issues with the approval of competent authority.

With regards,

  
24/09/2024  
Staff Officer (M)  
Kuju Area  


<b>Contract (Mining, E&amp;M, Excavation, Civil, MM)</b>		
<b>Participants-</b>		
S.No.	Designation	Unit
1	Project Officer	Topa/Karma/Sarubera
2	Dispatch Officer	Topa/Karma/Sarubera
3	Area Sales Manager	Kuju Area
4	Siding Manager	Kuju New Siding
5	SO(E&M) and his team	Kuju Area
6	SO(Excv) and his team	Kuju Area
7	SO(MM) and his team	Kuju Area
8	SO(Civil) and his team	Kuju Area
1	GM, Kuju Sir- For kind presence	
2	SO(Min), Kuju	
3	SO(P) and his team	
4	AFM, Kuju	

<b>Sales Guidelines 2023 (Amended upto date 26<sup>th</sup> Sept.)</b>		
<b>Participants-</b>		
S.No.	Designation	Unit
1	Project Officer	Topa/Karma/Sarubera
2	Dispatch Officer	Topa/Karma/Sarubera
3	WB Incharge/Clerk	Topa/Karma/Sarubera
4	Security Incharge	Topa/Karma/Sarubera
5	Loading Clerk/Munshi	Topa/Karma/Sarubera
6	Clerk	Area Sales Office
7	Area Sales Manager	Kuju Area
<b>IT Initiative</b>		
1	Project Officer	Topa/Karma/Sarubera
2	Dispatch Officer	Topa/Karma/Sarubera
3	WB Incharge/Clerk	Topa/Karma/Sarubera
4	Security I/C	Topa/Karma/Sarubera
5	Project Engineers	Topa/Karma/Sarubera
6	Area Security Officer	Kuju Area
7	Security Incharge	GM Unit
8	SO (E&M)	Kuju Area
9	Area Sales Manager	Kuju Area
1	GM, Kuju Sir-For kind presence	
2	SO(Min), Kuju	
3	SO(P) and his team	
4	AFM, Kuju	