इंस्टनं कोलफील्ड्स लिमिटेड अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय सांकतोडिया, पत्रालय- डिसेरगढ़, जिला- बर्धमान, पश्चिम बंगाल-713333 प्रणाली विभाग सी.आइ.एन.- U10101WB1975GOI030295 वेबसाइट- www.easterncoal.nic.in



EASTERN COALFIELDS LIMITED
Office of the Chairman-cum-Managing
Director
Sanctoria, P.O.: Dishergarh,
Dist.-Burdwan, West Bengal-713333
System Department
CIN-W10101WB1975GOI030295

Website- www.easterncoal.nic.in

Ref: ECL/H& | 575 | 1106 | 2 | 1357 .

Date: 05/04/2021

To

All Area GM, ECL, All HOD, ECL, CMS, ECL, Agent all Workshop, MRS,ECL.

SUB: Use of Coal India Mail-id. Ref no. 1106/2/282 dated 17/10/2016

Dear Sir,

Coal India Mail-id has been provided to all executives of ECL centrally from CIL, Kolkata. As per IT policy of Coal India Limited (available in Coal India website), for official purposes only Coal India Mail-id is to be used. This was communicated earlier also vide letter no.1106/2/282 dated 17/10/2016, from GM(Systems), ECL.

It has been seen that many officials are not using these mail-ids. Instead Non-Coal India mail-ids are being used for official correspondences. So, in view of the CIL IT Policy, only Coal India Mail-ids should be used for official correspondences. Pl.note that it is mandatory to LOGIN in Coal India Mail-id at least ONCE in THREE MONTHS otherwise it will be DEACTIVATED automatically.

'CIL mail id – FAQs' is attached herewith for your reference. For any help required in this regard, Sri Sudhesh Kumar, Dy. Manager(System), ECL HQ, Mail-id "nodal.ecl@coalindia.in" may be contacted with the required details.

Thanking you,

Encl:- 'Coal India Mail Id-FAQs'

Yours faithfully,

GM(System)
ECL HQ, Sanctoria

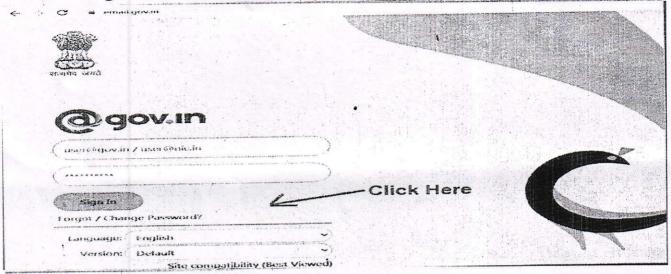
Copy:

D(T) (P&P), ECL for kind information D(T) (OP), ECL for kind information GM(T&MS), TS to CMD, ECL Ch. Mgr(PR)- with a request to upload on ECL Website.

COAL INDIA MAIL ID- How To/FAQs

A. How to Reset Forgotten Password?

1) Go to email.gov.in, and Click on Forgot / Change Password?



2) By clicking on Forgot/Change Password? Link page as shown below will open.

PASS-APP

This site is best viewed in Firefox 35 and above. IE 9 and above chrome 15 and above.

Enter your Nicemail Address and Captcha value to begin

Enter eMail Address.

Captcha value to begin

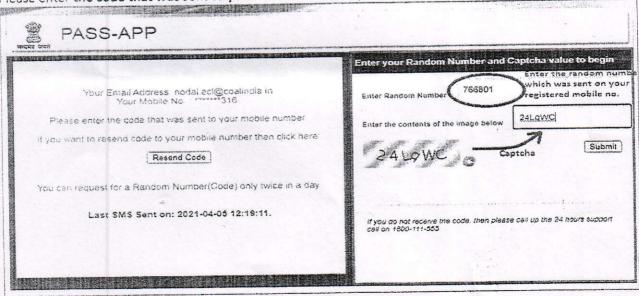
Enter the contents of the image below.

Submit

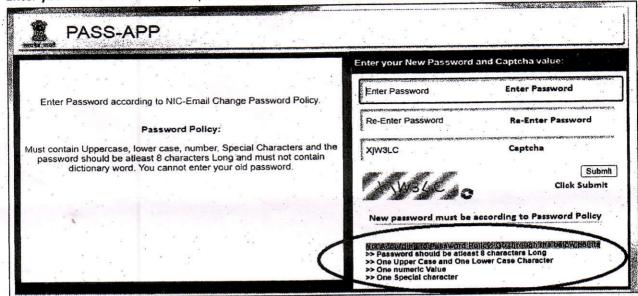
"Service is for authorised users only, any invalidiumauthorised attempt would be subjected to legal action."

"Mail Address is the email address assigned to you by NIC.

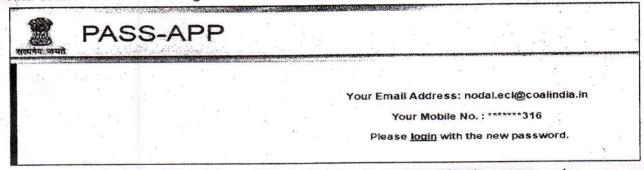
3) Please enter the code that was sent to your mobile no and captcha value and click on Submit, as shown below.



4) Enter your new Password and captcha value and click on submit.



After Successful submit following Screen will be shown.



5) Your password has been changed successfully, now Login with your user id and new password.

B. How to update your Registered Mobile no.?

In case your mobile no has been changed, please drop a mail to nodal.ecl@coalindia.in with following details-

Email id, New Mobile no.

C. How to Apply for a new Coal India mail id?

For new Coal India Mail id, please drop a mail to nodal.ecl@coalindia.in with following details-

EIS No, Name, Designation, DOB, Mobile no, Place of Posting.

D. How to complete your coal-india-mail-id- KYE (if not done already)?

For those who have not yet completed the KYE & their mail ids have been deactivated.

- 1. Go to 'http://web.coalindia.in/ekye/' OR type 'CIL KYE' in Google Search .
- 2. Click on 'eMail KYE Link'
- 3. Fill the KYE form by providing cil_mail_id, name, desg, eis, mobile, subsidiary, dor.
- 4. Click on Submit Button.