



<p>ईस्टर्न कोलफील्ड्स लिमिटेड अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय सांकतीडिया, पत्रालय- डिसेरगढ़, जिला- बर्धमान, पश्चिम बंगाल-713333 प्रणाली विभाग सी.आई.एन.- U10101WB1975GOI030295 वेबसाइट- www.easterncoal.nic.in</p>	 	<p>EASTERN COALFIELDS LIMITED Office of the Chairman-cum-Managing Director Sanctoria, P.O.: Dishergarh, Dist.-Burdwan, West Bengal-713333 System Department CIN-U10101WB1975GOI030295 Website- www.easterncoal.nic.in</p>
---	--	--

Ref: ECL/HQ/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,

Re 05/04/21

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?**

The screenshot shows the email.gov.in website. At the top, there is a navigation bar with the email.gov.in logo and a search bar. Below the navigation bar, there is a large banner with the text "@gov.in". Underneath the banner, there are two input fields for email address and password. Below these fields, there is a "Sign In" button. To the right of the "Sign In" button, there is a link that says "Forgot / Change Password?". An arrow points to this link with the text "Click Here". At the bottom of the page, there are links for "Language: English" and "Version: Default".

- 2) By clicking on **Forgot/Change Password?** Link page as shown below will open.
And enter your <coal india mail id> and Captcha Value, Click on Submit.

The screenshot shows the PASS-APP login page. At the top, there is a header with the Coal India logo and the text "PASS-APP". Below the header, there is a large text area on the left that says "This site is best viewed in Firefox 3.5 and above, IE 9 and above, chrome 18 and above." On the right, there is a form titled "Enter your Nicemail Address and Captcha value to begin". The form has two input fields: "Enter eMail Address" with the value "nodal.eci@coalindia.in" and "Enter the contents of the image below" with the value "BwawQp". Below the input fields, there is a "Submit" button. At the bottom of the page, there is a footer with the text "Service is for authorised users only, any invalid/unauthorised attempt would be subjected to legal action" and "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.

The screenshot shows the PASS-APP login page. At the top, there is a header with the Coal India logo and the text "PASS-APP". Below the header, there is a large text area on the left that says "Your Email Address: nodal.eci@coalindia.in" and "Your Mobile No: *****316". Below this, there is a text area that says "Please enter the code that was sent to your mobile number" and "If you want to resend code to your mobile number then click here". There is a "Resend Code" button. Below this, there is a text area that says "You can request for a Random Number(Code) only twice in a day" and "Last SMS Sent on: 2021-04-05 12:19:11." On the right, there is a form titled "Enter your Random Number and Captcha value to begin". The form has two input fields: "Enter Random Number" with the value "766801" and "Enter the contents of the image below" with the value "24LQWC". Below the input fields, there is a "Submit" button. At the bottom of the page, there is a footer with the text "If you do not receive the code, then please call up the 24 hours support cell on 1800-111-053".

- 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.