

ECL



ईस्टर्न कोलफील्ड्स लिमिटेड
Eastern Coalfields Limited

(भारत सरकार का एक उपक्रम)
(A Govt. of India Undertaking)
(कोल इंडिया की एक अनुषंगी)
(A Subsidiary of Coal India Limited)

(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)

ECL/HQ/M&S/Road Sale/११

22/05/2026

NOTICE

Subject: Submission of Authorization Letter for e-auction customers in Road mode through e-anumodan portal

As part of digital initiatives, ECL has launched a portal for submission of Authorization letter for e-auction Road Sale customers. The portal intends to replace the existing system of submission of physical authorization letters at Area level. Details of the portal are as follows:

- **Name of the Portal:** e-Anumodan
- **Purpose:** Uploading of documents related to Authorization for lifting of coal by e-auction Road Sale customers
- **Web Link:** <https://eanumodan.easterncoalfields.in>
- **Credentials required for log in to the system:** (1). SAP Customer Code
(2) Registered e-mail id
- **Documents to be uploaded:** (1). Scanned copy of Authorization Letter in pdf format
(2). Scanned copy of I-card issued by Service Provider in pdf format

At present, e-auction Road Sale customers of ECL are required to submit hard copy of the Original Authorization Letter for each Sale Order at the respective Areas before lifting of coal. To make this process more consumer-friendly and efficient, ECL has developed "eanumodan portal" for submission of Authorization documents online.

Proposed Methodology for usage of e-Anumodan portal

1. E-auction Road Sale Customers are required to enter their registered Email-ID and SAP Customer code on the home page of e-Anumodan portal. After that, they have to press on "Send OTP". An OTP will then be sent to their registered Mobile number.
2. Customers are required to enter OTP received on their registered phone number and then click on Submit OTP. Submission of OTP will take them to the respective customer's home-page
3. Upon landing at the home-page, the Customer Code, Registered email, Registered phone number etc. will automatically be populated from database. Customers have to select ECL's Area and Colliery. Based on that, a list of the active Sale Orders will get populated on the web-page.

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4. Customers will then select the Sale order number from the drop down option. After selecting the Sale Order, the details of that particular Sale Order number will get auto populated on the web-page. They can check all the details of that Sale Order.
5. The screen then gives option to Upload (1). Scanned copy of Authorization Letter, and (2) Scanned copy of Service Provider I-card in pdf format against the given SO number and then click on "Submit".
6. After submission of the Authorization documents, these documents will be visible in the respective Area Sales Manager's home page. Once the Authorization Letter is accepted by ASM, the customer will receive Auto-triggered Email of acceptance.
7. In case of any shortcoming in the uploaded documents, ASM can reject the Authorization letter. In case of Rejection, ASM will have to mention the reason for rejection in brief and the same will get transmitted to the customer through Auto triggered e-mail on their registered e-mail id. Customers can then re-submit the corrected documents through the portal.

All the Road Sale e-auction customers of ECL are strongly encouraged to utilize the above methodology for submission of their Authorization Letters for Road Sale. A standard format of Authorization letter is being enclosed with this notice. It may be noted that in case of any issues being faced by the customers, the same is to be brought to the notice of the Area Sales Manager of concerned Area. At present, the given methodology for acceptance of Authorization documents through eanumodan portal has been made optional to allow customers to get acquainted with the new platform. Accordingly, the given methodology for acceptance of Authorization documents through eanumodan portal will be run in parallel to the existing option for submission of documents in physical mode for a few weeks i.e. the customers are allowed to use either of the two options- eanumodan portal or physical submission of authorization documents. It has been planned to make the e-anumodan portal mandatory in a few weeks' time. A user manual related to the usage of the e-anumodan portal is also being attached herewith for the convenience of our customers.

Encl: As stated above

[Signature]
22/05/26
HOD(M&S)- ECL

Distribution:

- D(F), ECL(For Kind information)
- D(T)-PP, ECL(For Kind information)
- CVO-ECL (For Kind Information)
- TS to CMD, ECL (For Kind information)
- GM-System, ECL
- All Area GMs, ECL
- AF to M&S, ECL HQ
- All Sectional Heads-ECL HQ, M&S Dept
- All ASMs, ECL
- Notice Board

पंजीकृत कार्यालय/Regd. Office

संकटोरिया, पो0 - डिसेरगढ़, जिला: पश्चिम बर्धमान, (पो बं0.), पिन - 713333 Sanctoria, P.O. Dishergarh, Dist. Paschim Bardhaman (WB), PIN - 713333

दूरभाष/Phone : 0341-2520209 , ई-मेल/E-mail : hodsnm.ecl@coalindia.in

□□□□□□/CIN : U10101WB1975GO1030295, □□□□□□/Website : www.easterncoal.nic.in

Letterhead of Buyer

STANDARD FORMAT OF AUTHORIZATION DOCUMENT

Ref. No.....

Date.....

To
The Area Sales Manager
.....Area, ECL

Sub: Submission of Authorization Document for Lifting / Supervising Loading.

Ref:

SO/DO No..... Bidder ID..... Quantity.....Tes
Validity..... Colliery.....

With reference to the above, I/we hereby authorize the following person(s) whose specimen signatures are attested below for lifting/supervising loading of the allocated coal on our behalf.

Sl.No	Name	Address	Specimen Signature	Attested By
				(Signature with Seal of Buyer)

Yours faithfully,

(Signature with Seal of the Buyer)

Attachment:

Self-attested copy of ID card issued by the service provider conducting e-Auction (with seal).

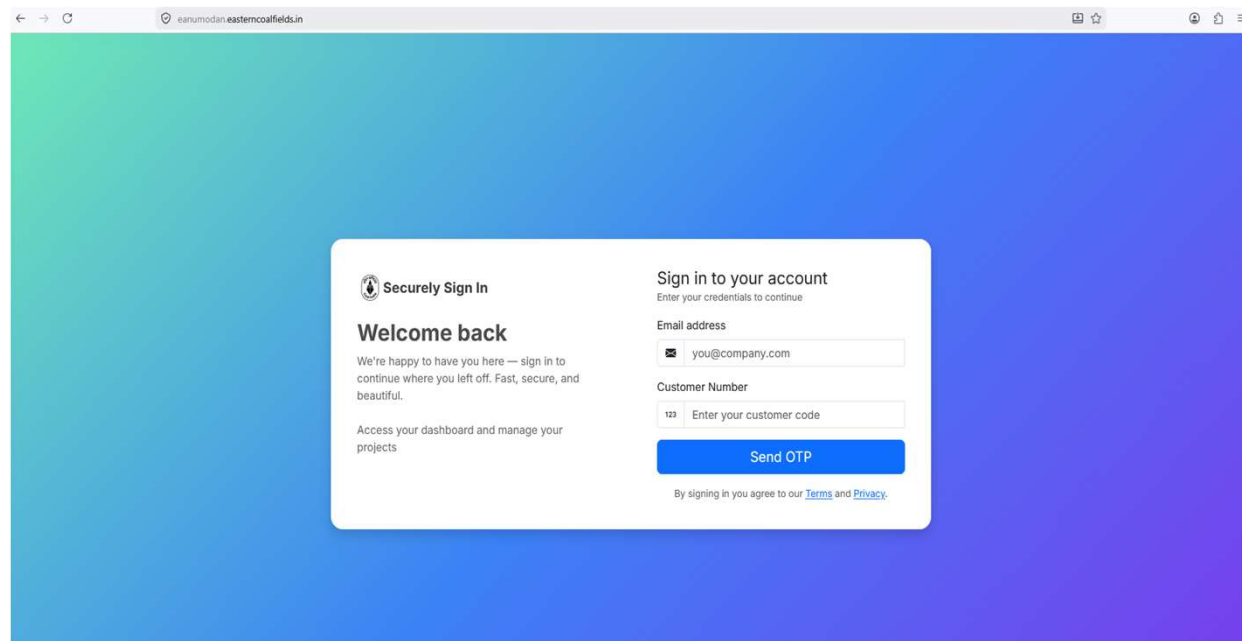


Manual for Customers for operating E-anumodan Portal

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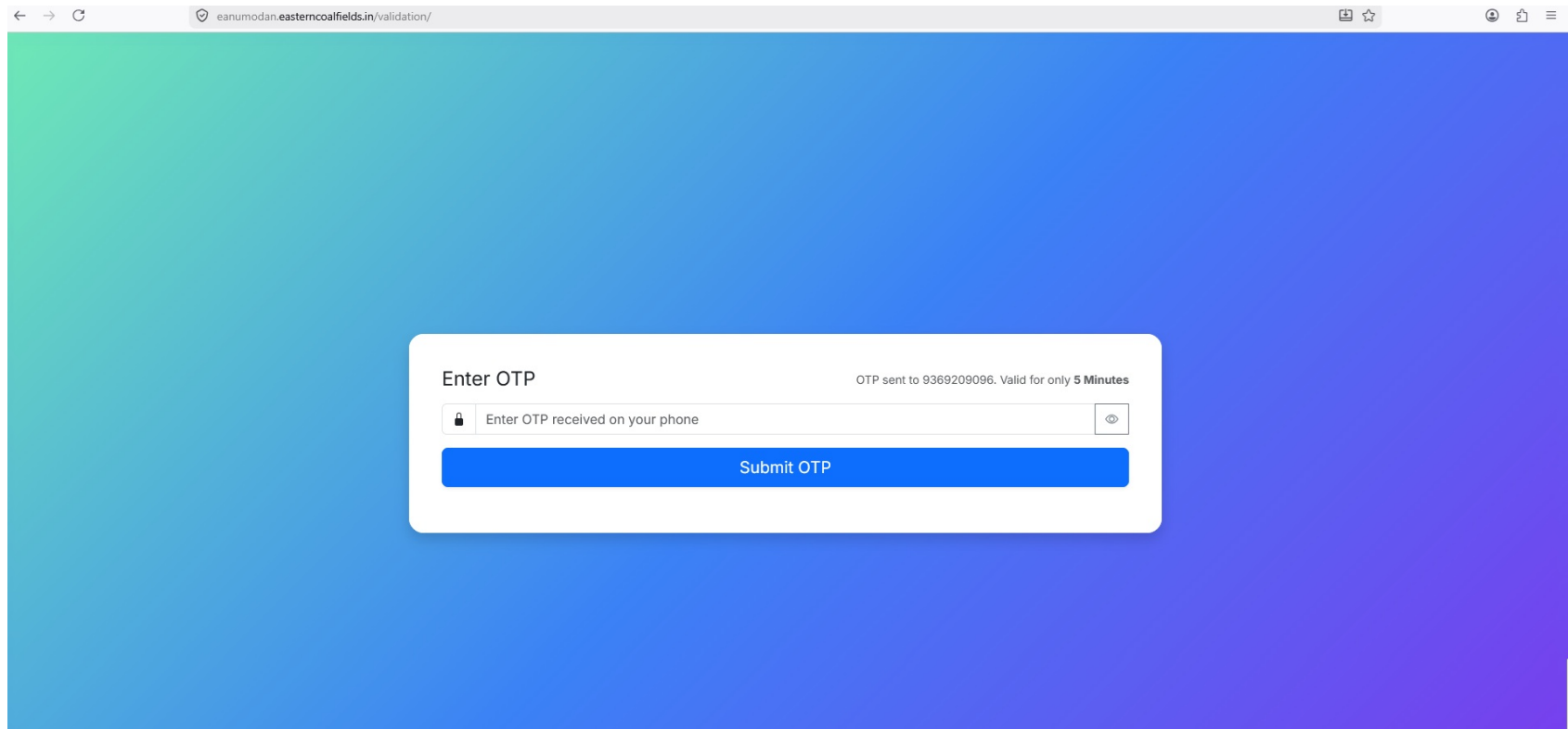
Homepage for e-auction Road Sale Customers

- Visit URL : <https://eanumodan.easterncoalfields.in/>.
- Enter Email address and SAP Customer Code and press Send OTP.



The screenshot shows a web browser window with the URL eanumodan.easterncoalfields.in. The page features a blue and green gradient background. A white login card is centered on the page. On the left side of the card, under the heading "Securely Sign In", it says "Welcome back" and "We're happy to have you here — sign in to continue where you left off. Fast, secure, and beautiful." Below this, it says "Access your dashboard and manage your projects". On the right side of the card, under the heading "Sign in to your account", it says "Enter your credentials to continue". There are two input fields: "Email address" with the placeholder "you@company.com" and "Customer Number" with the placeholder "Enter your customer code". Below these fields is a blue button labeled "Send OTP". At the bottom of the card, it says "By signing in you agree to our [Terms](#) and [Privacy](#)."

Enter OTP received on registered phone number and click on Submit OTP.



The screenshot shows a web browser window with the address bar displaying `eanumodan.easterncoalfields.in/validation/`. The page has a blue-to-purple gradient background. In the center, there is a white rounded rectangle containing the following elements:

- Enter OTP**: A heading on the left side of the form.
- OTP sent to 9369209096. Valid for only 5 Minutes**: A message on the right side of the form.
- Input field**: A text input field with a lock icon on the left and a toggle visibility icon on the right. The placeholder text inside the field is "Enter OTP received on your phone".
- Submit OTP**: A blue button located below the input field.

It will take you to your homepage.

[←](#) [→](#) [↺](#) eanumodan.easterncoalfields.in/home/ [📄](#) [☆](#) [👤](#) [📄](#) [☰](#)

Home [Logout](#) Welcome CUSTOMER 0344110

**ECL Online Authorization Portal**
Secure • Fast • Paperless Road Sale Authorization

Customer Form

Customer

Customer Number03 44110

Email Address

Phone Number039223326

StateWest Bengal

Area-- Select Area --

Colliery-- Select Colliery --

Active Sales OrdersChoose Sales Order...

Sales Order Qty: —

Sold To Code: —

Validity From: —

Grade: —

Mine Code: —

Current Status: —

Mine: —

Sold To Name: —

Validity To: —

Size: —

Contract No: —

Upload Authorization Letter (PDF)

[Browse...](#) No file selected.

Steps to submit Authorization document:

- Your Customer code, email, phone number, state will automatically be populated from database.
- You first have to select Area and Colliery. Based on that the active Sale Orders will get populated.
- Select the Sale Order number -> wait for 2-3 seconds. Details of that Sale Order will auto populate.
- Check all the details of that Sale Order.
- If not applied before, Upload (1). Scanned copy of Authorization Letter and (2). Scanned copy of Service Provider I-card in pdf format and Submit.
- Wait until Area Sales Manager approves. After approval, Customer will receive Auto Triggered Email regarding acceptance of Authorization documents. In case of any shortcoming in the uploaded documents, the documents will be rejected.
- In case of rejection, the same will be notified to the customer through auto-triggered e-mail along with reasons. Customers can then re-submit the corrected documents through the portal

For Area Admins

1. Login method will remain same.
2. Upon login home screen will look like the sample screen. It will be listing all the requests received corresponding to that area.
3. Accept/Reject after reading and confirming the files.
4. History tab will contain about previous listing of accept/reject requests.

[Home](#) [History](#) [🔗](#)

Welcome: Irshad Ahmed sales

Welcome to Ecl hq Area Online Authorization Road Sale Portal

Show entries

Search:

Sr.No.	S.O.	Created on	Consumer Code	Consumer	Authorization Letter	ID Card	Current Status	Actions
No data available in table								

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Thank You