File No.CEA-CH-13-19/1/2018-IT Division-Part(2)

I/21848/2022



भारत सरकार Government of India विद्युत मंत्रालय Ministry of Power केन्द्रीय विद्युत प्राधिकरण Central Electricity Authority सूचना प्रौद्योगिकी एवं साइबर सुरक्षा प्रभाग Information Technology & Cyber Security Division

CIRCULAR

Subject: Gentle Reminder- Login to newly developed intranet portal and profile updation by CEA / RPCs Officers / staffs – regd.

Reference is invited to CEA Letter No. CEA-CH-13-19/1/2018-IT Division-Part(2):1/20403/2022 dated 16.02.2022 wherein officers / staff of CEA/RPC were requested to reset password and update their profile on the intranet portal of CEA (attached at Annex-I). However, it is found that very few officers have logged-in on the intranet portal. This is to inform that internal orders has already been started uploading on the portal by Admin section of CEA. It is further to intimate that IT&CS division shall be launching a feature of integrating Canteen, IT Stores and GS store to the newly developed intranet portal.

- 2. In this regard, it may kindly be noted that officers of CEA who have not logged into the portal through NIC registered email id so far, may not be able to use the services of Canteen, IT Store and GS store on the intranet portal.
- 3. In view of the above, all officers are requested to login and update their profile on the portal hosted at <u>https://intranet.cea.gov.in</u> without fail to view the internal orders and avail the facilities provided/entitled to them. In case not able to login to the portal, a request for resolution of issue may be dropped at <u>itcea@nic.in</u>. Further, DCO may also compile information of their division on urgent basis in excel sheet format provided in Annex.-I and share the details with IT&CS division of CEA.
- 4. This issues with the approval of CE (IT&CS).

Encl.: As above

3104 3112 (Ajay Kumar)

Asstt. Director-II (IT&CS)

To,

1. All officers / staffs of CEA/RPCs - through upload on website

Copy for information to:

- 1. SA to Chairperson/all Members/ PCE-I/PCE-II/Secretary/Director (Admin)
- 2. DS (Budget)/DS(Vigilance)
- 3. SO (Admin-I/ Admin-II/ Admin-III)

I/20403/2022



भारत सरकार Government of India विद्युत मंत्रालय Ministry of Power केन्द्री य विद्युत प्रा धिकरण Central Electricity Authority सूचना प्रौ द्यो गिकी एवं साइबर सुरक्षा प्रभाग Information Technology & Cyber Security Division

CIRCULAR

Subject: Login to newly developed intranet portal and profile updation by CEA / RPCs Officers / staffs - regd.

This is to inform that intranet portal of CEA has been made live and all Officers & staffs of CEA as well as RPCs are requested to reset their password and update profile (refer **Annex-I**). It may kindly be noted that login to the CEA intranet portal shall be through none other than registered NIC email id. In case not able to login on the portal, a request for resolution of issue may be dropped at <u>itcea@nic.in</u>. Further DCO may also compile information of their division on urgent basis in excel sheet format.

37074 3712 (Ajay Kumar) 16/02/2022

AD-II (IT&CS)

To,

1. All officers / staffs of CEA/RPCs - through upload on website

Copy for information to:

- 1. SA to Chairperson/all Members/ PCE-I/PCE-II/Secretary/Director (Admin)
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- 3. SO (Admin-I/ Admin-II/ Admin-III)

Annex-I

Steps for resetting of Password through intranet portal and updation of profile:

Step 1: Go to url https://intranet.cea.gov.in and click on Forgot Password.

C (https://intranet.cea.gov.in		ピ☆)
	User Id Password	
	Captcha Forget Password?	THORITY
	Sign In	

Step 2: Enter your email id (nic/gov.in) and Captcha code. Now click on Reset Password and then "ok".



Step 3: User will get the email from <u>no-reply-cea@gov.in</u> for resetting the password. Now click on Click Here to Change Password



Step 4: Set your password and click on Update Password and then click ok.



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Step 5: Enter your user id, password and Captcha code for logging into the Intranet portal.

Step 6: Click on "Profile Details" and then click on "Edit Details"

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Circular	USER PROFILE	Edit Details	
Forms	Employee ID	Employee Name	
roms	815521	Ajay Kumar	
Rights and Privileges	Employee Name in Hindi	Gender	
Archive	अजय कुमार 1500	Male	
	Division	Designation	
Presentation	п	Assistant Director-I	
Documents	Email	Mobile No.	
	ajaysharma.jy@cea.nic.in	9818601482	
Reference	Location(eg:floor no.)	Wing	
IT Division Circular	Sewa Bhawan - Second Floor - RoomNo (213)	Economic & Commercial	
	Intercom No.	Date of Joining in Division	
WIEI	2368	05/07/2018	
User	Date of Birth	Blood Group	
Division	03/04/1981	b+	

Step 7: Kindly fill in all the details carefully and then click on "Update". After that your details will go to Admin of the portal for the approval.

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Note: Users who are not able to login to the portal, may kindly send the details division wise in excel format as given below to IT&CS division of CEA through <u>itcea@nic.in</u>. Kindly contact at intercom no. 2303 for any information.

Employee Name	Email id (nic/gov.in)	Mobile No. (10 digit)
