



टेलीकम्युनिकेशन्स कंसलटेंट्स इंडिया लिमिटेड
(भारत सरकार का उद्यम)
Telecommunications Consultants India Limited
(A Government of India Enterprise)

आई एस/आई एस ओ
IS/ISO 9001-2008



प्रभाग
DIVISION TCIL/72/001/35/OPR/2020

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TCIL Bhawan, Greater Kailash - I,
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Date: 17.09.2020

OFFICE ORDER

CIN : U74999DL1978GOI008911

Sub: Password policy for Mail and ESS-ERP Access

As per Office Order No TCIL/10/053/1/2010/GGM(IT&NW)/06 Dated 24.07.2012, password policy for mail and ERP-ESS access are clearly specified in TCIL Website under Email login section (https://www.tcil-india.com/public/pdf/Mail_ESS_ERP_PasswordPolicy.pdf). The same is once again reiterated below for ready reference.

An Exchange Mail Service and ERP (Enterprises Resource Planning) have been implemented in TCIL.

TCIL is using Mail & ERP for all the activities so it is important to follow the robust e-security system to avoid any e-theft, misuse, risk etc.

Implemented Password Policy (reference ISO / IT security)

1: Password Creation Policy:

1. Minimum Length – 8 characters.
2. Maximum Length – 14 characters.
4. Passwords should use at least one lowercase char, one upper case character, one number and one special char.
 - 4.1 Alphabets (e.g. a-z,A-Z)
 - 4.2 Numbers (e.g. 0-9)
 - 4.3 Special Characters (e.g!"#\$%&()@`*+,-/;<=>?_)
5. Common word like 'welcome', 'IFS', 'TCIL', 'database', 'account', 'user', 'password', 'oracle', 'computer', 'abcd' etc should be avoided.

2: Password Managing Policy:

1. Password life time is 90 days and thereafter grace period is for 15 days, please change the password within this time frame and new password should not be the same as the old password.
2. After 10 wrong passwords trails, account will be locked automatically.

Due to e-Security, the password will be reset only after user is verified through the details.

For TCIL E-Mail Password Reset contact TCIL Data Centre 011-26202605/2606 or admin@tcil-india.com

For ERP/ESS Password Reset mail may be sent on erp.admin@tcil-india.com through TCIL Official Email ID. Further in case of urgency, please contact Ms. Raja Prathusha Reddy at 011-26202665.

If anyone is not having the TCIL Official Email ID, then please send the request through concern division's PD/HOD.

Reset/new password shall not be shared telephonically and user will change it after first successful login to avoid any risk.

Ripu S Kaushik
17.9.2020

Ripu S Kaushik
GGM (OPR)

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