ECL

ईस्टर्न कोलफील्ड्स लिमिटेड
EASTERN COALFIELDS LIMITED
(कोल इंडिया लिमिटेड कएक अनुषंगी)
(A Subsidiary of Coal India Ltd)
(भारत सरकार का उपक्रम)
(A Govt. of India Undertaking)

ECL/HQ/M&S/455

14/11/2026

NOTICE

Sub: Maintenance of Minimum Time Gap Between Expiry Date and Claim Period of Bank Guarantees (BGs).

All customers/consumers and other concerned parties are hereby informed that, henceforth, while submitting or renewing Bank Guarantees (BGs) in favour of Eastern Coalfields Limited (ECL), the following requirements must be strictly adhered to:

1. **Minimum Claim Period:** The claim period of every Bank Guarantee must extend for at least **03 (three) months beyond the expiry date of the Bank Guarantee**.
2. **Validity of Bank Guarantee:** The validity period and corresponding claim period of the Bank Guarantee must be clearly mentioned and appropriately maintained.
3. **Submission/Renewal:** Vendors/Consumer are required to ensure compliance with the above conditions while submitting fresh Bank Guarantees or seeking renewal/extension of existing Bank Guarantees.

All concerned are advised to take due note of the above instructions and ensure strict compliance to avoid any inconvenience or rejection of Bank Guarantees.

This notice is issued in compliance with the instructions of ECL Headquarters vide Ref. No. **ECL/G.M (Fin) IC/BG/2026-27/129 dated 11.11.2026**.

14/11/26

HOD (M&S)
ECL HQ

Distribution:

1. D (T) OP, ECL HQ
2. T.S to CMD, ECL HQ
3. Manager (M&S), Road Sales, ECL HQ } - with a request to change the payment
4. Sr. Manager (M&S), Rail Sales, ECL, HQ } due date of the SOs accordingly
5. Associate Finance (M&S), ECL, HQ
6. Notice Board, M & S Dept.
7. Copy to be uploaded at the website of ECL

पंजीकृत कार्यालय / Regd. Office
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