



Coal India Limited  
A MAHARATNA COMPANY

Registered Office:- Coal Bhawan,

Premises No.04 MAR, Plot No.AF-III,

Action Area-1A, New Town, Rajarhat, Kolkata 700156.

WEBSITE:www.coalindia.in

CIN – L23109WB1973GOI028844

CIL / M&S / GM (F) / 610  
Date: / /

Date: 04/06/2025

**Notice**

Coal India Limited has introduced an Online Bill-to-Bill Reconciliation Portal to streamline account settlements and address a longstanding consumer demand.

The portal has already been successfully adopted by the Power Sector, Non-Power CPPs, and CPSEs consumers. For Non-Regulated Sector-FSA Consumers, relevant records have been uploaded, and units sourcing coal from any Coal India subsidiary are encouraged to register. Registration encompasses three key modules—Quantity, Quality, and Finance—ensuring a comprehensive reconciliation process. However, full reconciliation is only possible if all consumer departments complete their registration. Reconciliation for Non-Regulated Sector-FSA Consumers mandatory from FY 2024-25 over Online reconciliation portal.

This initiative marks a significant step toward digitization, and the active participation of all consumers is crucial for its success. Therefore, all concerned parties are urged to register on the portal promptly and contribute to this transformation.

*Tamara S. Roy*  
4/6/25  
HoD(QC),CIL

**Distribution:**

GM/HoD(M&S)- All Subsidiaries- Kindly take up with consumers of your company to register themselves and upload the same on your company's website

GM(Systems)- To advise concerned to upload the same on CIL's website.

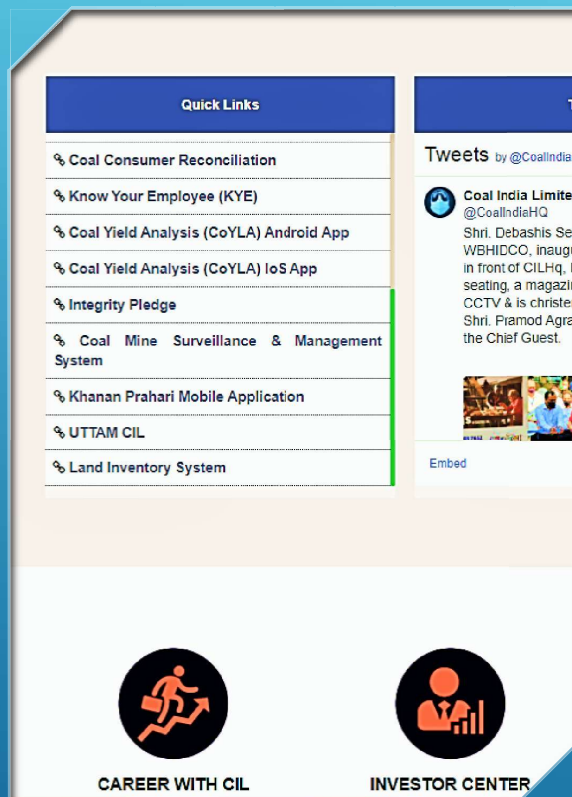


REGISTRATION PROCESS ON COAL CONSUMERS RECONCILIATION PORTAL

# USER GUIDE TO RECONCILIATION PORTAL

The purpose of this user guide is to understand the working and the steps involved in reconciliation process.

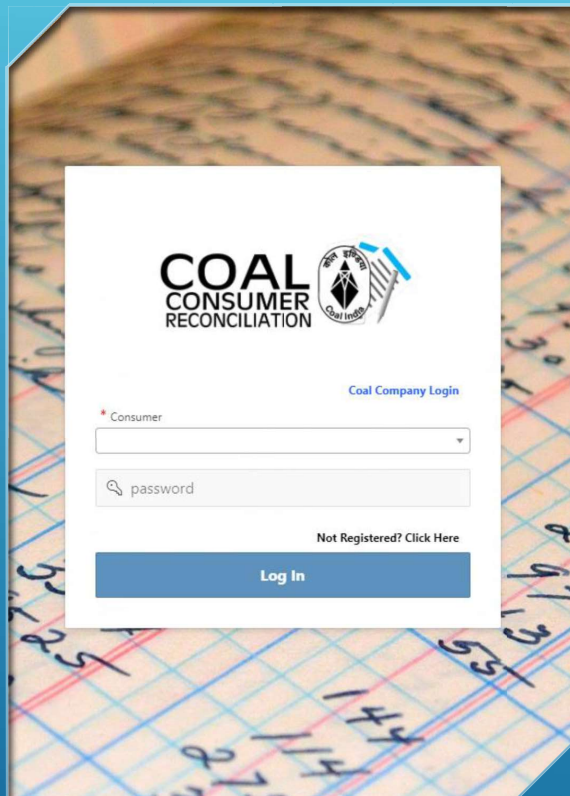
The user guide meant for Coal Consumers.



## HOW TO REGISTER ON THE PORTAL?

1. Search [www.coalindia.in](http://www.coalindia.in) on a web browser to find the Webpage of Coal India Limited.
2. On the bottom left corner under "Quick Links" one would find the link to the Coal Consumer Reconciliation Portal.
3. Click on the "Coal Consumer Reconciliation link" which would redirect to the portal.





**COAL**  
CONSUMER  
RECONCILIATION

[Coal Company Login](#)

\* Consumer

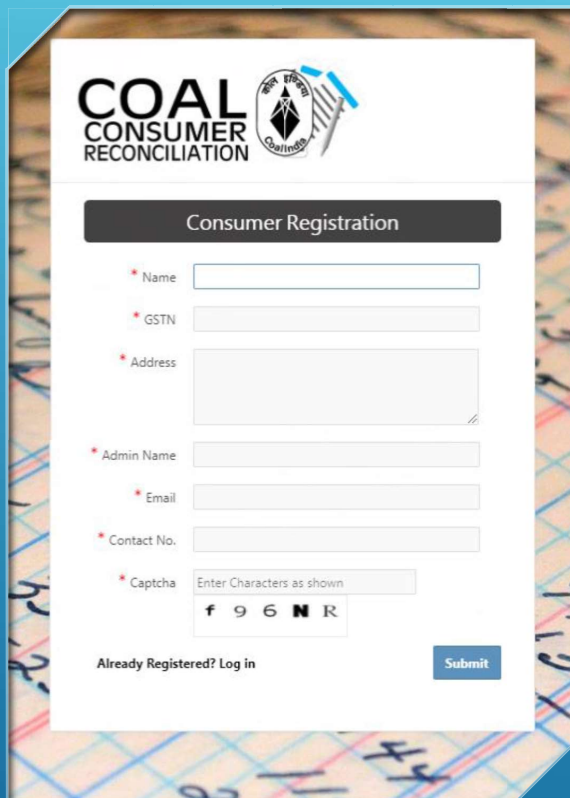
password

[Not Registered? Click Here](#)

[Log In](#)

## HOW TO REGISTER ON THE PORTAL? (CONTD..)

4. Consumers would come across this page for registering themselves for the portal.
5. Consumers need to Sign Up for registering themselves on the Portal.
6. Click "Not Registered?" to register.



The image shows a screenshot of the 'COAL CONSUMER RECONCILIATION' portal. At the top left is the logo with the text 'COAL CONSUMER RECONCILIATION' and a circular emblem. To the right is a blue icon of a notepad and pencil. Below the header is a dark grey button labeled 'Consumer Registration'. The form contains several input fields, each preceded by a red asterisk: 'Name', 'GSTN', 'Address', 'Admin Name', 'Email', and 'Contact No.'. Below these is a 'Captcha' section with the text 'Enter Characters as shown' and a box displaying the characters 'f 9 6 N R'. At the bottom left is the text 'Already Registered? Log in' and at the bottom right is a blue 'Submit' button. The entire form is set against a background of a piece of graph paper with handwritten numbers.

## HOW TO REGISTER ON THE PORTAL? (CONTD..)

In this page consumers need to Fill in the name of the Company, GSTIN, Address, Admin name, email, contact number.

After entering the captcha and submitting the registration, OTP would be sent on the email ID so stated by the Consumers. After submission of OTP the registration completes!