



MCL



कंपनी सचिवालय
Company Secretariat
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref. No. MCL/SBP/CS/103/2023/13720

Date: 22.12.2023

द्विभाषी/bilingual

CIRCULAR

Sub: Code of Internal Procedures and conduct for prevention of Insider Trading in dealing with securities of Coal India Ltd.

Vide Circular No: CIL:XI(D):04161:2023:31321 dtd. 22-12-2023 of CS, CIL,, it is to bring to the notice of all concerned that **the trading window shall remain closed from 26th December, 2023 till 48 hours after the declaration of unaudited financial results for 3rd Quarter ended 31st December, 2023 (both days inclusive) for 2023-24.** During the restricted period, the Designated Employees (as defined in Clause 2.7 of the said Code and as notified vide email dated 11.09.2019) and their dependents **shall not deal in the shares of CIL.**

Accordingly, the following persons of the Company shall be considered as "Designated employees" under Code of Internal procedures and conduct for prevention of Insider Trading in dealing with Securities of Coal India Limited.

- I. All Directors;
- II. All Executive Directors;
- III. All Key Managerial Personnel and Chief Vigilance Officer;
- IV. All Chief General Managers/General Managers/HODs;
- V. All Executives working in following departments, who may have access to Unpublished Price Sensitive Information:
 - a) Company Secretariat;
 - b) Investor Services Cell;
 - c) Accounts and Finance;
 - d) Internal Audit;
 - e) Coal Videsh;
 - f) Sales and Marketing;
 - g) Corporate Planning;
 - h) Project Monitoring;
 - i) Corporate Communication and Public Relation;
 - j) Technical Secretaries to CMD, Directors & CVO;
 - k) Secretaries (executives) to all functional Directors.

This circular is to be displayed on the Notice Boards of concerned Offices of Mahanadi Coalfields Ltd.

सचिव

Company Secretary

Distribution:

1. Chairman-cum-Managing Director, MCL
2. All Directors and CVO, MCL
3. All Area CGM/GMs and all HODs, MCL HQ
4. CEO, MNH / MJSJ / MBPL
5. TS and ES to CMD, Directors and CVO, MCL
6. GM (Admn) / PRO - With a request to arrange to display the Circular on the relevant Notice Boards of MCL HQ.

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जाग्रुति विहार, बर्ला, संबलपुर-768020 (ओडिशा)
HQs: At/MCL Complex, Jagruti Vihar, Burla, Sambalpur-768020 (Odisha) E-mail: cs.mcl@coalindia.in CIN:U10102OR1992GOI003038

वसुधैव कुटुम्बकम्

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MCL



कंपनी सचिवालय
Company Secretariat
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
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Ref. No. MCL/SBP/CS/103/2023/13720

Date: 22.12.2023

परिपत्र

द्विभाषी/bilingual

बिषय : कोल इंडिया लिमिटेड की प्रतिभूतियों के साथ निपटने में अंदरूनी लेनदेन (Insider Trading) की रोकथाम के लिए आंतरिक प्रक्रिया और आचरण के संहिता।

कंपनी सचिव, कोल इंडिया लिमिटेड के पत्रांक CIL:XI(D):04161:2023:31321 दिनांक 22.12.2023 के अनुसार सभी संबंधितों के ध्यान में लाया जा रहा है कि 26.12.2023 से तृतीय त्रैमासिक वित्तीय विवरण (31.12.2023) घोषणा होने के 48 घंटे बाद तक (दोनों दिन शामिल) ट्रेडिंग विंडो बंद रहेगा। प्रतिबंधित अवधि के दौरान निर्दिष्ट कर्मचारी सहायक कंपनियों के कर्मचारियों के मामले में 2.7 खंड में निर्दिष्ट कर्मचारी के रूप में परिभाषित किया गया है और ईमेल दिनांक 11.09.2019 में सूचित किया गया है) और उनके आश्रित सी.आई.एल. के शेयर में सौदा नहीं कर सकेंगे।

तदनुसार, सहायक कंपनियों में से निम्नलिखित व्यक्तियों को आंतरिक प्रक्रियाओं के कोड के तहत और कोल इंडिया लिमिटेड की प्रतिभूति के साथ निपटने में अंदरूनी लेनदेन की रोकथाम के लिए निर्दिष्ट कर्मचारियों के रूप में लिया गया है।

- I. सभी निदेशकों
- II. सभी अधिकारी निदेशक
- III. मुख्य प्रबंधन व्यक्ति और मुख्य सतर्कता अधिकारी.
- IV. सभी मुख्य महाप्रबंधकों / महाप्रबंधकों / HODs.
- III. निम्नलिखित विभागों में काम कर रहे सभी अधिकारी बर्ग
 - क) कंपनी सचिवालय
 - ख) इन्वेस्टर सर्विस सेल
 - ग) लेखा और वित्त
 - घ) आंतरिक लेखा परीक्षा
 - ङ) कोल विदेश
 - च) बिक्री और विपणन
 - छ) कॉर्पोरेट प्लानिंग
 - ज) परियोजना निगरानी
 - झ) कॉर्पोरेट संचार और सार्वजनिक संबंध
 - ञ) तकनीकी सचिव(सी.एम.डी)/ निदेशक/ मुख्य सतर्कता अधिकारी.
 - ट) सभी कार्यकारी निदेशकों के लिए सचिवों (अधिकारियों).

यह परिपत्र महानदी कोल्फील्ड्स लिमिटेड के संबंधित कार्यालयों के नोटिस बोर्ड पर प्रदर्शित किया जाए।

कंपनी सचिव


वितरण:

1. अध्यक्ष - सह - प्रबंध निदेशक, एमसीएल
2. सभी निदेशकों और मुख्य सतर्कता अधिकारी, एमसीएल
3. एमसीएल के मुख्यालय/क्षेत्र के सभी CGMs/GMs/HODs
4. सीईओ : एम.एन.एच/ एम.जे.एस.जे./एमबीपीएल/एमसीआर.एल
5. सीएमडी, निदेशकों और मुख्य सतर्कता अधिकारी के टी. एस और ई.एस, एमसीएल
6. महाप्रबंधक (प्रशा.) एवं जन संपर्क अधिकारी – कृपया एमसीएल मुख्यालय के प्रासंगिक सूचना बोर्ड पर परिपत्र प्रदर्शित करवाया जाए।

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जागृति विहार, बुर्ला, संबलपुर-768020 (ओडिशा)
HQs: A/MCL Complex, Jagruti Vihar, Burla, Sambalpur-768020 (Odisha) E-mail: cs.mcl@coalindia.in CIN:U10102OR1992GOI003038

वशुधेव कुटुम्बकम्

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<p>कोल इण्डिया लिमिटेड कंपनी सचिवालय 3 तल्ला, कोर-2, प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया 1A-, न्यूटाउन, रजरहट, कोलकाता 700156-, फोन 033-23246526, ईमेल: comsec2.cil@coalindia.in वेबसाइट : www.coalindia.in सी आई एन - L23109WB1973GOI028844</p>	 एक महारत्न कंपनी A Maharatna Company	<p>Coal India Limited Company Secretariat Regd. Office: 3rd floor, Core-2 Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 PHONE; 033-2324-6526, E-MAIL: comsec2.cil@coalindia.in WEBSITE: www.coalindia.in CIN- L23109WB1973GOI028844</p>
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Ref No. CIL: XI (D):04161:2023: 31321 .

Dated: 22nd Dec.'2023

**CODE OF INTERNAL PROCEDURES AND CONDUCT FOR PREVENTION OF
INSIDER TRADING IN DEALING WITH SECURITIES OF COAL INDIA LIMITED
(PURSUANT TO REGULATION 9(1) OF SEBI (PROHIBITION OF INSIDER TRADING)
REGULATIONS 2015) AND AMENDMENT REGULATIONS 2018**

**Trading in CIL's shares by the Designated Employees – Closure
of Trading Window:-**

**Declaration of Standalone and Consolidated Unaudited financial
results for the 3rd Quarter ended 31st Dec.'23 by Coal India Limited
Board of Directors.**

As per the Code of Internal Procedures and Conduct for Prevention of Insider Trading (Code) in dealing with Securities of CIL, the Company shall specify a trading period to be called "Trading Window" for trading in the Securities. The trading window shall be closed during the time the information referred to in clause 7.3 of the aforesaid Code is unpublished. Trading window shall be opened 48 hours after the Price sensitive information referred to in Clause 7.3 of the Code, for which trading window is closed, is made public.

It has been decided that the trading window shall remain closed from 26th Dec.'23 till 48 hours after the declaration of Unaudited Financial Results for 3rd Quarter ended 31st Dec.' 2023 (both days inclusive) for FY 2023-24. During the restricted period, the Designated Employees (as defined in Clause 2.7 of the said code and as notified vide mail dated 11/09/2019) and their dependents shall not deal in the shares of CIL.

All Designated Employees as per the Code and as notified vide mail dated 11/09/2019 and subsequent mails thereof in this regard are requested to take note of the above. Heads of the concerned Departments of Coal India Limited are also requested to bring the above circular to the notice of Designated Employees of the respective Departments under their control.

The Company Secretaries of the subsidiary companies viz. ECL, BCCL, CCL, WCL, SECL, NCL, MCL, CMPDIL, being the nodal officer for the purpose of this code, are also requested to bring this circular to the notice of the Designated Employees of their respective companies. They are further requested to arrange to display this circular on the Notice Board of their concerned offices.

This circular is also being displayed on the Notice Boards of the concerned offices of Coal India Limited and hosted on CIL website.



बी पी दूबे/ B.P.Dubey
कंपनी सचिव/ Company Secretary

Distribution:

1. All Directors, CIL
 2. ED, Co-ord., CIL
 3. All EDs, CIL
 4. All General Managers, CIL
 5. Company Secretary, ECL/BCCL/CCL/WCL/ SECL/NCL/MCL/CMPDIL
 6. All Designated Employees of Subsidiaries (To be circulated by the Company Secretary of the respective subsidiary companies)
 7. GM (System), CIL; with a request to upload the circular on CIL website
 8. TS to D (F)/D (T)/D (P&IR)/D (M)/D(BD), CIL
 9. Executives of Company Secretary Department, CIL – Through CS, CIL
 10. Executives of Central Accounts Department, CIL
 11. M/s Lodha & Co, Statutory Auditor, CIL
 12. M/s R M Bansal & Co, Cost Auditor, CIL
 13. M/s J N Gupta & Co., Internal Auditor, CIL - Through GM (IA), CIL
 14. M/s Parikh & Associates, Secretarial Auditor
 15. M/s Alankit Assignments Limited, RTA
- } – Through ED (Fin.)/CFO, CIL