



Ref. No. MCL/SBP/CS/103/2022/12426

Date: 26.03.2022

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):04161:2022:28247 dt. 25.03.2022 of CS, CIL, it is to bring to the notice of all concerned that **the trading window shall remain closed from 28<sup>th</sup> March, 2022 to till 48 hours after the declaration of financial results of 4<sup>th</sup> Quarter ended on 31<sup>st</sup> March, 2022 (both days inclusive)**. During the restricted period, the Designated Employees (as defined in Clause 2.7 of the said Code and as defined in Clause 2.7 of the said code and as notified vide email dated 11.09.2019 in case of employees of subsidiaries) 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- V. All Executives working in following departments, who may have access to Unpublished Price Sensitive Information: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.

  
**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.

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## परिपत्र

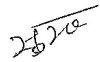
द्विभाषी/bilingual

**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):04161:2022:28247 दिनांक 25.03.2022 के अनुसार सभी संबंधितों के ध्यान में लाया जा रहा है कि 28.03.2022 से चौथी त्रैमासिक वित्तीय विवरण (31.03.2022 तक) घोषणा होने 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 वर्ग
  - 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 कोलफील्ड्स 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।

<p>कोल इण्डिया लिमिटेड महारत्न कंपनी 3 तल्ला, कोर-2 प्रेमिसेस-04-एमआर, प्लॉट-ए एफ- III, एकशन एरिया, न्यूटाउन, रजरहट, कोलकाता-700156 फोन 033-23246526, फैक्स-033- 23246510 ईमेल: <a href="mailto:mviswanathan2.cil@coalindia.in">mviswanathan2.cil@coalindia.in</a> वेबसाइट: <a href="http://www.coalindia.in">www.coalindia.in</a></p>		<p>Coal India Limited A Maharatna Company (A Govt. of India Enterprise) 3rd floor, Core-2 Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 PHONE; 033-2324-6526, FAX; 033-23246510 E-MAIL: <a href="mailto:mviswanathan2.cil@coalindia.in">mviswanathan2.cil@coalindia.in</a> WEBSITE: <a href="http://www.coalindia.in">www.coalindia.in</a> CIN - L23109WB1973G01028844</p>
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## CIRCULAR

Ref. No.: CIL: XI (D):04161:2022: 28247

Dated: 25.03.2022

**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:-**

**– In view of declaration of Standalone and Consolidated Audited financial results for the 4<sup>th</sup> Quarter and Year ended 31<sup>st</sup> March'22 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 28<sup>th</sup> March'22 till 48 hours after the declaration of 4<sup>th</sup> Quarter and Year ended 31<sup>st</sup> March, 2022 financial results (both days inclusive) for 2021-22. 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 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.

*M/e*

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.

M. Viswanathan  
28/3/22

M. Viswanathan/एम. विस्वनाथन  
Company Secretary/कंपनी सचिव

**Distribution:**

1. All Directors, CIL
2. ED, Co-ord., CIL
3. All EDs, CIL
4. 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)/D(M), CIL
9. M/s Parikh & Associates, Secretarial Auditor, CIL
10. M/s Ray & Ray, Statutory Auditor, CIL
11. M/s Shome & Banerjee, Cost Auditor, CIL