

ମହାନଦୀ କୋଲ ଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

Office of the Company Secretary
At/Po. Jagruti Vihar, Burla, MCL
Dist. Sambalpur – 768020 (Odisha)
CIN: U10102OR1992GOI003038
TeleFax No. 06632542977
Email id: cosecymcl@gmail.com
Website: www.mahanadicoal.in



Ref. No. MCL/SBP/CS/103/2026/15500

Date: 27.03.2025

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):04161:2026: dtd. 25.03.2026 of CS, CIL., it is to bring to the notice of all concerned that **the trading window shall remain closed from 1st April, 2026 till 48 hours after the declaration of unaudited financial results for 4th Quarter & Year ended on 31st March, 2026 (both days inclusive) for 2025-26.** 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- V. All Executives working in following departments, who may have access to Unpublished Price Sensitive Information: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.

S. Parida
27.3.26.
Company Secretary

Distribution:

1. Chairman-cum-Managing Director, MCL
2. All Directors and CVO, MCL
3. All Area /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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ପରିପତ୍ର

द्विभाषी/Bilingual

ବିଷୟ : କୋଲ ଇଣ୍ଡିଆ ଲିମିଟେଡ୍ କି ପ୍ରତିଭୂତିୟ ଲେନଦେନ (Insider Trading) କି ରୋକଥାମ କେ ଲିଏ ଆନ୍ତରିକ ପ୍ରକ୍ରିୟା ଓ ଆଚରଣ କେ ସଂହିତା ।

କମ୍ପନୀ ସଚିବ, କୋଲ ଇଣ୍ଡିଆ ଲିମିଟେଡ୍ କେ ପତ୍ରାକ CIL:XI(D):04161:2026: ଦିନାକ 25.03.2026 କେ ଅନୁସାର ସମ୍ପର୍କିତ ଲେନଦେନ କେ ଧ୍ୟାନ ମେ ଲାୟା ଜା ରହା ହେ କି 1 ଅପ୍ରେଲ, 2026 ସେ ଲେକର 31 ମାର୍ଚ୍ଚ, 2026 (ଦୁଇ ଦିନ ଶାମିଲ) କୋ ସମାପ୍ତ ହୋନେ ବାଲୀ ଚୌଥୀ ଓ ବାର୍ଷିକ ଅବଧି କେ ଲିଏ ବର୍ଷ 2025-26 କେ ଅନାଉଡିଟେଡ୍ ବିତ୍ତୀୟ ପରିଣାମ ଲେ ଘୋଷଣା କେ 48 ଘଣ୍ଟେ ବାଦ ତକ ବନ୍ଦ ରହେ। ପ୍ରତିବନ୍ଧିତ ଅବଧି କେ ଦୈନିକ ନିର୍ଦ୍ଦିଷ୍ଟ କର୍ମଚାରୀ ସହାୟକ କମ୍ପନୀ କେ କର୍ମଚାରୀ କେ ମାମଲେ ମେ 2.7 ଖଣ୍ଡ ମେ ନିର୍ଦ୍ଦିଷ୍ଟ କର୍ମଚାରୀ କେ ରୂପ ମେ ପରିଭାଷିତ କିୟା ଗୟା ହେ ଓ ଇମେଲ ଦିନାକ 11.09.2019 ମେ ସୂଚିତ କିୟା ଗୟା ହେ) ଓ ଉନକେ ଆଶ୍ରିତ ସି.ଆର୍.ଏଲ. କେ ଶେୟର ମେ ସୌଦା ନହିଁ କର ସକେଗେ ।

ତଦନୁସାର, ସହାୟକ କମ୍ପନୀ କେ ନିମ୍ନଲିଖିତ ବ୍ୟକ୍ତି କେ ଆନ୍ତରିକ ପ୍ରକ୍ରିୟା କେ କୋଡ୍ କେ ତହତ ଓ କୋଲ ଇଣ୍ଡିଆ ଲିମିଟେଡ୍ କି ପ୍ରତିଭୂତି କେ ସାଥ ନିପଟନେ ମେ ଅନ୍ତରୁନୀ ଲେନଦେନ କି ରୋକଥାମ କେ ଲିଏ ନିର୍ଦ୍ଦିଷ୍ଟ କର୍ମଚାରୀ କେ ରୂପ ମେ ଲିୟା ଗୟା ହେ ।

- I. ସମ୍ପର୍କିତ ନିର୍ଦ୍ଦେଶକ
- II. ସମ୍ପର୍କିତ ଅଧିକାରୀ ନିର୍ଦ୍ଦେଶକ
- III. ମୁଖ୍ୟ ପ୍ରବନ୍ଧନ ବ୍ୟକ୍ତି ଓ ମୁଖ୍ୟ ସତର୍କତା ଅଧିକାରୀ.
- IV. ସମ୍ପର୍କିତ ମୁଖ୍ୟ ମହାପ୍ରବନ୍ଧକ / ମହାପ୍ରବନ୍ଧକ / HODs.
- V. ନିମ୍ନଲିଖିତ ବିଭାଗ କେ କାମ କର ରହେ ସମ୍ପର୍କିତ ଅଧିକାରୀ ବର୍ଗ
 - କ) କମ୍ପନୀ ସଚିବାଳୟ
 - ଖ) ଇନ୍ଭେଷ୍ଟର ସର୍ଭିସ ସେଲ
 - ଗ) ଲେଖା ଓ ବିତ୍ତ
 - ଘ) ଆନ୍ତରିକ ଲେଖା ପରୀକ୍ଷା
 - ଙ) କୋଲ ବିଦେଶ
 - ଚ) ବିକ୍ରି ଓ ବିପଣନ
 - ଛ) କମ୍ପ୍ୟୁଟର ପ୍ଲାନିଂ
 - ଜ) ପରିଯୋଜନା ନିଗରାନୀ
 - ଝ) କମ୍ପ୍ୟୁଟର ସଂଚାର ଓ ସାର୍ବଜନିକ ସଂବନ୍ଧ
 - ଞ) ତକନିକୀ ସଚିବ(ସି.ଏମ୍.ଡି)/ ନିର୍ଦ୍ଦେଶକ/ ମୁଖ୍ୟ ସତର୍କତା ଅଧିକାରୀ.
 - ଟ) ସମ୍ପର୍କିତ କର୍ମଚାରୀ ନିର୍ଦ୍ଦେଶକ କେ ଲିଏ ସଚିବ (ଅଧିକାରୀ).



ଏହି ପରିପତ୍ର ମହାନଦୀ କୋଲ ଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍ କେ ସଂବନ୍ଧିତ କାର୍ଯ୍ୟାଳୟ କେ ନୋଟିସ ବୋର୍ଡ୍ ପର ପ୍ରଦର୍ଶିତ କିୟା ଜାଏ ।

କମ୍ପନୀ ସଚିବ

ଶ୍ରୀମାତ୍ୟ
27-3-26.

ବିତରଣ:

1. ଅଧ୍ୟକ୍ଷ - ସହ - ପ୍ରବନ୍ଧ ନିର୍ଦ୍ଦେଶକ, ଏମ୍‌ସିଏଲ
2. ସମ୍ପର୍କିତ ନିର୍ଦ୍ଦେଶକ ଓ ମୁଖ୍ୟ ସତର୍କତା ଅଧିକାରୀ, ଏମ୍‌ସିଏଲ
3. ଏମ୍‌ସିଏଲ କେ ମୁଖ୍ୟାଳୟ/କ୍ଷେତ୍ର କେ ସମ୍ପର୍କିତ /GMs/HODs
4. ସି.ଆର୍.ଏଲ. : ଏମ୍.ଏନ.ଏଚ୍/ ଏମ୍.ଜେ.ଏସ୍.ଜେ./ଏମ୍‌ବିପିଏଲ/ଏମ୍‌ସିଆର୍.ଏଲ
5. ସି.ଆର୍.ଏଲ., ନିର୍ଦ୍ଦେଶକ ଓ ମୁଖ୍ୟ ସତର୍କତା ଅଧିକାରୀ କେ ଟି. ଏସ୍ ଓ ଇ.ଏସ୍, ଏମ୍‌ସିଏଲ
6. ମହାପ୍ରବନ୍ଧକ (ପ୍ରଶା.) ଓ ଜନ ସଂପର୍କ ଅଧିକାରୀ - କୃପୟା ଏମ୍‌ସିଏଲ ମୁଖ୍ୟାଳୟ କେ ପ୍ରାସଂଗିକ ସୂଚନା ବୋର୍ଡ୍ ପର ପରିପତ୍ର ପ୍ରଦର୍ଶିତ କରବାୟା ଜାଏ।

<p>कोल इण्डिया लिमिटेड कंपनी सचिवालय</p> <p>3 तल्ला, कोर-2, प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया-1A, न्यूटाउन, रजरहट, कोलकाता-700156, फोन 033-२३२४६५२६, ईमेल: comsec2.cil@coalindia.in वेबसाइट: www.coalindia.in सी आई एन - L23109WB1973GOI028844</p>	  <p>5 DECADES OF UNEARTHING ENERGY</p> <p>एक महारत्न कंपनी A Maharatna Company</p>	<p>Coal India Limited Company Secretariat</p> <p>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):04161:2026:

Dated: 25.03.2026

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 4th Quarter and year ended 31st Mar.'2026 (both days inclusive) for F.Y 2025-26 of Coal India Limited.

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.

As mandated, the **trading window shall remain closed from 1st Apr.'26 till 48 hours after the declaration of Standalone and Consolidated Audited Financial Results for the 4th Quarter and year ended 31st Mar.'2026 (both days inclusive) for F.Y 2025-26.** During the restricted period, the Designated Employees (as defined in Clause 2.7 of the said code) and their dependents shall not deal in the shares of CIL.

All Designated Employees as per the Code 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, BCGCL, CGIL and CRAUL 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 for strict compliances. **It may also be noted that failure to comply with the aforementioned circular shall invite action(s) as prescribed under Prohibition of Insider Trading Regulations, 2015 including action by regulatory authorities.**

बी पी दूबे/ B.P.Dubey
कार्यकारी निदेशक (सीएस)/ Executive Director (CS)

Distribution:

1. All Directors, CIL
2. GM (TS), CIL
3. All EDs, CIL
4. General Managers, CIL
5. Company Secretary, ECL/BCCL/CCL/WCL/
SECL/NCL/MCL/CMPDIL/BCGCL/CGIL/CRAUL
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 (HR)/D (M)/D (F)/D (T)/D(BD), CIL
9. Executives of Company Secretary Department, CIL – Through ED(CS), CIL
10. Executives of Central Accounts Department, CIL
11. M/s Chaturvedi & Co. LLP, Statutory Auditor, CIL } – Through ED
(Fin.), CIL
12. M/s Bandyopadhyaya Bhaumik & Co, Cost Auditor, CIL
13. M/s Nirupam & Associates, Internal Auditor, CIL - Through GM (IA), CIL
14. M/s T Chatterjee & Co., Secretarial Auditor, CIL - Through CS, CIL
15. M/s Alankit Assignments Limited, RTA
16. M/s S. Basu & Associates, Practicing Company Secretary