



Ref. No. MCL/SBP/CS/103/2016/9135

Date: 01.03.2016

परिपत्र

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 की परिपत्र क्रमांक सीआईएल: XI(डी):04161:2016:12025 दिनांक 26.02.2016 के अनुसार सभी संबंधितों के ध्यान में लाया जा रहा है कि **26 फरवरी, 2016 से 09 मार्च, 2016 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 परिपत्र सं. सीआईएल :XI(डी):04161:2011:10288 Dt :19.5.2015 में सूचित किया गया है) और उनके आश्रितों **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 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
5. सीएमडी, निदेशकों और मुख्य सतर्कता अधिकारी के टी. एस और ई.एस, एमसीएल
6. जी. एम. (प्रशा.) एवं जन संपर्क अधिकारी – कृपया एमसीएल मुख्यालय के प्रासंगिक सूचना बोर्ड पर परिपत्र प्रदर्शित करने के लिए व्यवस्था किया जाए।



Ref. No. MCL/SBP/CS/103/2016/9135

Date: 01.03.2016

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):04161:2016:12025 dt. 26.02.2016 of Company Secretary, Coal India Ltd., it is to bring to the notice of all concerned that **the trading window shall remain closed from 26th February, 2016 to 9th March, 2016 (both days inclusive)**. During the restricted period, the Designated Employees (as defined in Clause 2.7 of the said Code and as notified vide letter No. CIL:XI(D):04161:2011:10288 Dt: 19.05.2015 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. PRO and GM (Admn.) - With a request to please arrange to display the Circular on the relevant Notice Boards of MCL HQ.

<p>कोल इण्डिया लिमिटेड महारात्न कंपनी 3 तल्ला, कोर-2 प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया, न्यूटाउन, राजरहट, कोलकाता- 700156 फोन 033-23246526, फॅक्स-033- 23246510 ई मेल: mviswanathan2.cil@coalindia.in वेबसाइट: www.coalindia.in</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: mviswanathan2.cil@coalindia.in WEBSITE: www.coalindia.in</p>
--	--	--

CIRCULAR

Ref. No.: CIL: XI (D):04161:2016: 12625

Dated: Feb. 26, 2016

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)

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

- In view of declaration of Interim Dividend of financial year 2015-2016 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 **February 26, 2016 to March 9, 2016 (both days inclusive)**. During the restricted period, the Designated Employees (as defined in Clause 2.7 of the said code and as notified vide CIL:XI(D):04161:2015:10288 dated 19/05/2015) and their dependents shall not deal in the shares of CIL.

M/E

All Designated Employees as per the Code and as notified vide CIL: XI (D):04161:2011:10288 dated 19/05/2015 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.


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

Distribution:

1. All Directors and CVO, CIL
2. ED (Safety), CIL
3. All Chief General Managers/General Managers/HODs, CIL
4. Company Secretary, ECL/BCCL/CCL/WCL/ SECL/NCL/MCL/CMPDIL
5. All Designated Employees of Subsidiaries (To be circulated by the Company Secretary of the respective subsidiary companies)
6. GM (System), CIL; with a request to upload the circular on CIL website