



# South Eastern Coalfields Limited

(A MINIRATNA PSU)

CIN: U10102CT1985GOI003161

Regd. Office: SEEPAT ROAD, BILASPUR (CG) 495 006

## CORPORATE AFFAIRS DEPARTMENT

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Ref. No. SECL/BSP/CAD/IST/21-22/675

Date: 23.11.2021

All Area General Managers  
All HODs of SECL Headquarters, Bilaspur

Dear Sir,

Sub: Trading in CIL's Shares by the Designated Employees - Closure of Trading Window.

Kindly find enclosed herewith a copy of the Circular No. CIL: XI (D):04161:2021:27456 dated 23.11.2021 communicated by Company Secretary, Coal India Ltd., which is self-explanatory. The relevant directives of the Circular under **Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons of Coal India Ltd.**, as applicable to SECL, pursuant to Regulation 9(1) of SEBI (Prohibition of Insider Trading) Regulations, 2015 and amendment Regulation 2018, is quoted below:

### Quote

It has been decided that the **Trading window shall remain closed from 23<sup>rd</sup> November' 2021 till 48 hours after the declaration of Interim Dividend for the FY 2021-22. It will be re-opened from 2<sup>nd</sup> December' 2021.** 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 Persons as per the Code of CIL and as notified vide email dated 11/09/2019, are requested to take note of the above. Head of the concerned Departments of SECL are also requested to bring the above circular to the notice of Designated Persons of the respective Departments under their control. The said code is available on the website of SECL [www.secl-cil.in](http://www.secl-cil.in) for reference.

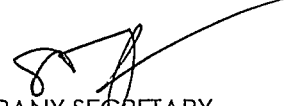
### Unquote

In terms of the above Code, 'Designated Persons' shall include:

- i. All Promoters of the Company
- ii. All Directors on the Board of Directors of the Company
- iii. CEO, CFO, COMPANY SECRETARY;
- iv. All officers at two grade below Chief Executive Officer of the Company i.e. All GMs,
- v. Concerned executives working in the following departments of the Company, who may have access to Unpublished Price Sensitive Information:
  - A. Company Secretariat;- who deals with Board and Audit Committee.
  - B. Accounts and Finance;- who deals in Consolidation/Dividend/Merger & Listing.
  - C. Technical Secretaries to CMD, Directors;
- vi. Such other employees of the Company, as may be notified by the Compliance Officer, from time to time, with the approval of the Board.

It is, therefore, requested that wide circulation and strict compliance of the above Circular by all the concerned 'Designated Employees & Departments' be ensured.

Yours faithfully



COMPANY SECRETARY

Copy for king information:

All Directors on the Board of SECL

CVO

Cc: All Notice Boards of SECL

Cc: GM(Systems)-HOD, SECL, **with a request to upload the circular on SECL website.**

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महारात्न कंपनी  
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प्रेमिस-04-एमआर, प्लॉट-ए एफ-  
III, एक्शन एरिया, न्यूटाउन, राजरहट,  
कोलकाता-700156  
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23284910  
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A Maharatna Company  
(A Govt. of India Enterprise)  
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PHONE: 033-2324-6526, FAX: 033-23246510  
E-MAIL: [info@coalindia.in](mailto:info@coalindia.in)  
WEBSITE: [www.coalindia.in](http://www.coalindia.in)  
CIN - L23109WB1973G01028844

## CIRCULAR

Ref. No.: CIL: XI (D):04161:2021:27456.

Dated:23.11.2021

**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 consideration of Interim Dividend for the FY 2021-22, if  
any, 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 23<sup>rd</sup> November' 21 till 48 hours after the declaration of Interim Dividend for the FY 2021-22. It will be re-opened from 2<sup>nd</sup> December.'21. 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.

*Handwritten signature/initials*

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. V.  
23/11/21

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

**Distribution:**

1. All Directors, CIL
2. General Managers, CIL
3. Company Secretary, ECL/BCCL/CCL/WCL/ SECL/NCL/MCL/CMPDIL
4. All Designated Employees of Subsidiaries (To be circulated by the Company Secretary of the respective subsidiary companies)
5. GM (System), CIL; with a request to upload the circular on CIL website
6. TS to CMD, TS to D(F)/D(T)/D(P)/D(M), CIL
7. M/s Parikh & Associates, Secretarial Auditor, CIL
8. M/s Ray & Ray, Statutory Auditor, CIL
9. M/s Shome & Banerjee, Cost Auditor, CIL