



# South Eastern Coalfields Limited

(A MINIRATNA PSU)

CIN: U10102CT1985GOI003161

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

## CORPORATE AFFAIRS DEPARTMENT

Phone: 07752-246340, 417666 Fax: 07752-246412, 417666 Cell: 09425531303

Website: www.secl-cil.in E-mail: compsecy@secl.gov.in

Ref. No. SECL/BSP/CAD/IST/16-17/275

Date: 07/09/2016

All Area Chief General Managers/General Managers  
All HODs of SECL Headquarters' Bilaspur

Dear Sir,

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

Further to this office letter No. SECL/BSP/CAD/IST/15-16/268 Dated 30.08.2016, kindly find enclosed herewith a copy of the Circular No. CIL:XI(D):04161:2016:14640 Dated 07.09.2016 issued by Company Secretary, Coal India Ltd., which is self-explanatory. The relevant part of the Circular on Code of Internal procedures and conduct for prevention of insider trading dealing with securities of Coal India Ltd., applicable to SECL, is quoted below:

### Quote

It has been decided that the trading window shall remain closed from August 31, 2016 to September 15, 2016 (both days inclusive). During the restricted period, the Designated Employees (as defined in Clause 2.7 of the said code for CIL and as notified vide CIL:XI(D):04161:2011:10288 Dated 19/05/2015 in case of employees of Subsidiaries) and their dependants shall not deal in the shares of CIL.

All Designated Employees as per the Code of CIL and as notified vide CIL:XI(D):04161:2011:10288 Dated 19/05/2015, are requested to take note of the above. The said code is available on the website of SECL [www.secl.gov.in](http://www.secl.gov.in) for reference.

### Unquote

Accordingly, the following persons of all the **Subsidiary Companies** shall be considered as '**Designated Employees**':

**I. All Directors and other officers comprising of two tiers of the management:**

- All Directors, Key Managerial Personnel and Chief Vigilance Officer
- All Chief General Managers/General Managers/HODs

**II. Officials as mentioned below who may have access to Unpublished Price Sensitive Information:**

All executives working in the following departments:

Company Secretariat/Accounts & Finance/Internal Audit/Sales & Marketing/  
Corporate Planning/Project Monitoring/Corporate Communication & Public  
Relation/Technical Secretaries to CMD, Directors & CVO/Secretaries(executives)  
attached to all Functional Directors.

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 Functional Directors

CVO

Cc: All Notice Board of SECL

Cc: GM(System), SECL, with a request to upload the circular on [SECL website](http://www.secl.gov.in).

Coal India Limited  
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](mailto:mviswanathan2.cil@coalindia.in)  
WEBSITE: [www.coalindia.in](http://www.coalindia.in)  
CIN - L23109WB1973G01028844



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](mailto:mviswanathan2.cil@coalindia.in)  
WEBSITE: [www.coalindia.in](http://www.coalindia.in)  
CIN - L23109WB1973G01028844

## CIRCULAR

Ref. No.: CIL: XI (D):04161:2016: 14640

Dated: Sept.07, 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 Standalone and Consolidated financial results  
for the first quarter of financial year 2016-2017 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.

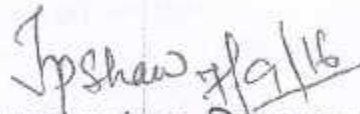
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notified vide CIL:XI(D):04161:2015:10288 dated 19/05/2015) and their dependents  
shall not deal in the shares of CIL.

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