



इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम-मिनी रत्न)  
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GOI101707" E-mail : info@irctc.com Website : www.irctc.com

No. 2019/IRCTC/CS/PIT/355

Date: 04-02-2021

OFFICE ORDER No.: 16

**Sub: Inclusion of digitisation of data, standardisation of penalties and certain Forms/ Registers etc in "IRCTC Code of conduct for regulating & reporting trading by designated persons & their immediate relatives"**

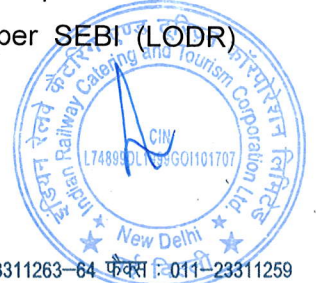
The Board of Directors in its meeting held on 28<sup>th</sup> January, 2021 has amended certain provisions of the IRCTC's above referred Code in line with the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended from time to time. **The amended "IRCTC Code of conduct for regulating & reporting trading by designated persons & their immediate relatives" is effective from 1<sup>st</sup> February 2021 and the same is placed on the website of the Company [www.irctc.com](http://www.irctc.com).**

The particular attention of Designated Employees is invited to the clauses as mentioned below:

- 1. Trading Window:** As per the amended Code, the trading window shall remain closed for financial results as under:

Declaration of Financial Results for	Trading Window Closure period	
	From	To
First quarter	1 <sup>st</sup> July of the financial year.	Upto 48 hours after declaration of
Second quarter	1 <sup>st</sup> October of the financial year.	financial results or generally available
Third quarter	1 <sup>st</sup> January of the financial year	to public on a non-discriminatory basis
Annual and Fourth quarter	1 <sup>st</sup> April of following financial year.	as notified from time to time

**In case of Events other than declaration of Financial Results:** In addition, the Company may declare any other schedule for closure of trading window based on requirements and the same shall be notified accordingly by the Compliance Officer as per SEBI (LODR) Regulations, 2015.





इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम-मिनी रत्न)  
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GOI101707" E-mail : info@irctc.com Website : www.irctc.com

**2. Standardisation of penalties:** The violation and the penalties are prescribed as under:

S. No.	Violation	Penalty*
1	Dealing in any transaction involving the purchase and sale of securities of IRCTC either in name of the Insider or in the name of their immediate relative, when the trading window remains closed	<b>Rs.5,000/- per occasion</b>
2	In case of entering into Contra Trade i.e. opposite or reverse transactions, in the securities of the IRCTC during the next six months following the prior transaction	<b>Rs. 5,000/- per occasion or the actual profit, whichever is higher.</b>
3	Non-Update of data on software as informed by the Company from time to time	<b>Rs.5,000/-</b>

*\*In case of any instance of violation by the Insider, the amount of penalty shall be deducted from the Salary / outstanding bills of the Insiders directly and be deposited to Investor Protection and Education Fund (IPEF) A/C of SEBI.*

**Further, the new code has provided certain new forms regarding Pre-clearance/ Information related to Post Trading etc. It is further reiterated that all Insiders must trade in IRCTC's shares through FINTRAK only.**

It is again advised that Designated persons should comply with the provisions of "IRCTC Code of conduct for regulating & reporting trading by designated persons & their immediate relatives" in letter and spirit.

  
(Suman Kalra)

**Company Secretary & Compliance Officer**



**Copy to:**

**All Designated Persons for necessary action.**