



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@iretc.com Website : www.iretc.com

No. 2019/IRCTC/CS/PIT/355

Date: 17.03.2020

Office Order No: 11

To All Designated Employees'

- (a) All Directors and Chief Vigilance Officer
- (b) Key Managerial Personnel
- (c) All Group General Managers
- (d) All General Managers
- (e) All Heads of Finance of Units/Divisions/Regions
- (f) Heads of all Zones/Regions/Plants(irrespective of designation)
- (g) All employees of the level of DGM and above
- (h) All Employees working in Books, Budget, Financial Service and Direct Taxation Sections of Corporate Finance
- (i) All employees working in Company Secretariat & Legal Department.
- (j) All employees working in Secretariat of CMD/Functional Directors
- (k) Any support staff such as IT staff who have access to UPSI
- (l) Any other key person, who in the opinion of Compliance Officer be covered in the "Designated Employee"

Sub:DISCLOSURE BY DESIGNATED PERSONS UNDER "THE IRCTC CODE OF CONDUCT FOR REGULATING & REPORTING TRADING BY DESIGNATED PERSONS & THEIR IMMEDIATE RELATIVES"

Ref: OFFICE ORDER/CIRCULARS ISSUED VIDE BULK EMAILS DATED 11.10.2019, 14.10.2019, 30.10.2019, 30.12.2019, 05.02.2020, 28.02.2020, 02.03.2020, 06.03.2020 & 13.03.2020.

1. In pursuance of SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended up to date, IRCTC has formulated a Code called "The IRCTC Code of Conduct for Regulating & Reporting Trading by Designated Persons & their Immediate Relatives".



2. This code has been framed with an aim that designated persons of the Company and their immediate relatives shall not derive any benefit or assist others to derive any benefit from the access to and possession of Unpublished Price Sensitive Information about the Company which is not in the public domain and thus constitutes insider information. This has become effective from the date of listing of IRCTC's shares on the stock exchanges viz. BSE and NSE. The same is posted at the website of the Company the website with web link

<https://irctc.com/assets/images/IRCTC%20CODE%20OF%20CONDUCT%20FOR%20REGULATING%20&%20REPORTING%20TRADING%20BY%20DESIGNATED%20PERSONS%20&%20THEIR%20IMMEDIATE%20RELATIVES.pdf>. Any person

desirous to know the details of the regulations / code may visit the website and keep themselves about aware about the provisions of the Code. **This advice has been issued to all the concerned employees by way of Office Orders/Circulars issued from time to time, by the undersigned as referred above.**

3. As per Clause 12 of the aforesaid IRCTC code the designated persons are required to make initial disclosure within 30 days of becoming a designated person in FORM PIT-2 along with FORM A attached herewith.

4. Further, the designated persons are required to furnish Continual Disclosure within 30 days of the end of the financial year and / or whenever the information changes vis-à-vis their last disclosure, within 30 days from the change in FORM PIT-2 along with FORM C attached herewith.

5. The disclosures to be made by any person under Clause 12.1& 12.2 shall include those relating to trading by such person's immediate relatives, and by any other person for whom such person takes trading decisions.

6. The disclosures of trading in securities shall also include trading in derivatives of securities and the traded value of the derivatives shall be taken into account for purpose of Clause 12.1 & 12.2.

7. This is for information and Compliance by all concerned.



For and behalf of Indian Railway
Catering and Tourism Corporation Limited

Suman Kalra
17/5/20

(Suman Kalra)

Company Secretary & Compliance Officer &
Chief Investor Relation Officer

Form PIT-2

(Refer Clause 12.1 & 12.2 of the Code)

Format for Disclosure by Designated Person

To,
The Compliance Officer,
IRCTC

Dear Sir,

Pursuant to Clause 12.1 & 12.2 (Initial Disclosure/ Continual Disclosure-~~strikethrough which is not applicable~~), please find the requisite information for your record:

| 1. Name & PAN or any other identifier authorized by law of the following persons: | | | |
|--|--|-----|---|
| S. No. | Name of the Immediate Relatives * OR Persons with whom the designated person shares a material financial relationship* | PAN | Phone, mobile & cell numbers which are used by the person |
| | | | |
| | | | |

| | |
|---|--|
| 2. Names of educational institutions from which the designated person has graduated# | |
|---|--|

| | |
|------------------------------------|--|
| 3) Names of past employers# | |
|------------------------------------|--|

**For definition of "immediate relative" & "material financial relationship" please refer to relevant Clauses of the Code.*

Information for Points 2 & 3 have to be provided only at the time of Initial Disclosure

I hereby declare that the particulars given above are true.



FORM A

(refer to clause 12.1 of the Code)

SEBI (Prohibition of Insider Trading) Regulations, 2015

[Regulation 7 (1) (a) read with Regulation 6 (2) – Initial disclosure to the company]

Name of the company: _____

ISIN of the company: _____

Details of Securities held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

| Name, PAN, CIN/DIN & address with contact nos. | Category of Person (Promoters/ Member of Promotor group / KMP/ Directors/immediate relative to/others etc.) | Securities held as on the date of regulation coming into force | | % of Shareholding |
|--|--|--|-----|-------------------|
| | | Type of security (For e.g. – Shares, Warrants, Convertible Debentures etc.) | No. | |
| 1 | 2 | 3 | 4 | 5 |

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Details of Open Interest (OI) in derivatives of the company held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

| Open Interest of the Future contracts held as on the date of regulation coming into force | | | Open Interest of the Option Contracts held as on the date of regulation coming into force | | |
|---|--|-------------------------------|---|--|-------------------------------|
| Contract Specifications | Number of units (contracts * lot size) | Notional value in Rupee terms | Contract Specifications | Number of units (contracts * lot size) | Notional value in Rupee terms |
| 6 | 7 | 8 | 9 | 10 | 11 |

Note: In case of Options, notional value shall be calculated based on premium plus strike price of Options

Name & Signature: _____

Designation: _____

Date: _____

Place: _____



FORM-C

(refer to clause 12.2 of the Code)

SEBI (Prohibition of Insider Trading) Regulations, 2015**[Regulation 7 (2) read with Regulation 6(2) – Continual disclosure]**

Name of the company: _____

ISIN of the company: _____

Details of change in holding of Securities of Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

| Name, PAN, CIN/DIN & address with contact nos. | Category of Person (Promoters/ KMP / Director's immediate relative to others etc.) | Securities held prior to acquisition/disposal | | Securities acquired/Disposed | | | | Securities held post acquisition/disposal | | Date of allotment/ acquisition of shares/ sale of shares specify | | Date of intimation to company | Mode of acquisition / disposal (on market/public/ rights/ preferential offer / off market/ Inter-se transfer, ESOPs etc.) |
|--|--|--|---------------------------|--|-----|-------|---|--|---------------------------|--|----|-------------------------------|---|
| | | Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.) | No. and % of shareholding | Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.) | No. | Value | Transaction Type (Buy/ Sale/ Pledge / Revoke/ Invoke) | Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.) | No. and % of shareholding | From | To | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Details of trading in derivatives of the company by Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

| Trading in derivatives (Specify type of contract, Futures or Options etc.) | | | | | | Exchange on which the trade was executed |
|--|-------------------------|----------------|--|----------------|--|--|
| Type of contract | Contract specifications | Buy | | Sell | | |
| | | Notional Value | Number of units (contracts * lot size) | Notional Value | Number of units (contracts * lot size) | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |

Note: In case of Options, notional value shall be calculated based on Premium plus strike price of options.

Name & Signature: _____

Designation: _____

Date: _____

Place: _____

