



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

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No. 2019/IRCTC/CS/PIT/355

Dtd: 6th March, 2020

Office Order No: 7

Sub: Amendment in the definition of "Designated Employees" mentioned under IRCTC Code of Conduct for Regulating & Reporting Trading by Designated Persons & their Immediate Relatives"

As per IRCTC's Code of Conduct for regulating & reporting Trading by Designated Persons & their Immediate Relatives, definition of Designated Employees is as under:

"Designated Employees" "means a person occupying any of the following position in the Company:

- All Directors and Chief Vigilance Officer
- Key Managerial Personnel
- All GGMs
- All General Managers
- All Heads of Finance of Units/Divisions/Regions
- All Employees working in Books, Budget, Financial Service and Direct Taxation Sections of Corporate Finance
- All employees working in Company Secretariat & Legal Department.
- All employees working in Secretariat of CMD/Functional Directors
- Any support staff such as IT staff who have access to UPSI
- Any other key person, who in the opinion of Compliance Officer be covered in the "Designated Employee"

In connection to the above, to bring parity, the Executive Board (EB) in its 99th meeting held on 19th February, 2020 has decided to amend the definition of Designated Employees by including the specific mention of Heads of all Zones/Regions/Plants in addition to Finance Heads (irrespective of designation) **and** inclusion of all employees of the rank of DGM and above.

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The revised definition of Designated Employee would be read as under:

- a. All Directors and Chief Vigilance Officer
- b. Key Managerial Personnel
- c. All GGMs
- 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"

**Inserted in accordance with the approval of 99th EB meeting held on 19th February, 2020.*

All employees are requested to take note of the above-mentioned amendment for strict future compliance of the Code and the circular issued by the undersigned regarding adherence & compliance of the Code from time to time. The Code is posted on IRCTC's 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> and all the designated employees are advised to get aware of the provisions of Code and contact the undersigned for clarification, if any.

This amendment will be applicable w.e.f 09th March, 2020.

For and behalf of Indian Railway
Catering and Tourism Corporation Limited

(Suman Kaira)

Company Secretary & Compliance Officer

Copy to: All Employees of IRCTC

For Information of CMD/Directors/CVO

