



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

Dtd: 28th February, 2020

Office Order No: 5

Sub: IRCTC Code of Conduct for Regulating & Reporting Trading by Designated Persons & their Immediate Relatives

As you all are aware that IRCTC's shares got listed on Stock Exchanges (BSE & NSE) on 14th October, 2019.

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

In line with the above, all the employees including designated employees of the Company have been advised from time to time to visit the website and keep themselves about aware about the provisions of the Code through Office Orders circulated vide bulk email dated 11.10.2019, 14.10.2019, 30.10.2019, 30.12.2019 & 05.02.2020.

Vide above said circulars, it has been advised from time to time that **the trading window for dealing in shares of IRCTC would remain closed for all "Designated Employees/Insiders" and their immediate relatives, from 1st day, of the beginning of quarter till 48 hours from the date of quarterly/yearly financial results are made public and any contravention to the regulations of SEBI (Prohibition of Insider**

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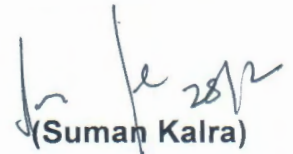
Trading) Regulations, 2015 & IRCTC's Code is attract penalty/disciplinary action as mentioned therein.

The clauses 10 and 12 of the Code also lay down the provisions of intimation and pre-clearance by designated employees transacting in IRCTC's securities, by giving an intimation (in Form prescribed), under the Code to be submitted to Compliance Officer.

Inspite of several informatory office orders, it has come to the notice that some designated employees have dealt (buy/sell) in shares of IRCTC during/after the closure/opening of trading window without intimation to the Company Secretary and Compliance Officer.

Keeping in view of above, all designated employees are once again advised to strictly adhere with the above mentioned IRCTC's code and not to deal in shares of IRCTC during closure of trading window. **Even if shares of IRCTC are traded after the opening of trading window, all designated employees are advised to submit their details in Form-C (enclosed) immediately to the Company Secretary and Compliance Officer.**

For and Behalf of Indian Railway
Catering and Tourism Corporation Limited



Company Secretary & Compliance Officer

Membership No.: F9199

सुमन कालरा

SUMAN KALRA

कम्पनी सचिव

Company Secretary

आई.आर.सी.टी.सी./IRCTC

11वां तल, स्टेटस्मैन हाऊस

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B-148, Barakhamba Road, New Delhi-01

Copy to: All Employees of IRCTC

For Information of CMD/Directors/CVO/CFO

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, Directors immediate relative to others etc.)	Securities held prior to acquisition disposal		Securities acquired				Disposed		Securities held post acquisition disposal		Date of allotment / advice 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 * lotsize)	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: _____