



CONTAINER CORPORATION OF INDIA LIMITED
(भारतीय कंटेनर निगम लिमिटेड)

**CODE OF CONDUCT
FOR
BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL**

30.07.2014
(Last updated on 30.01.2025)

CONTAINER CORPORATION OF INDIA LTD.

CODE OF CONDUCT

FOR

BOARD MEMBERS AND SENIOR MANAGEMENT PERSONNEL

1. INTRODUCTION

- 1.1 This Code of Conduct ("this Code") is for business conduct & Ethics for Board Members and Senior Management Personnel and shall be called "The Code of Conduct for Board Members and Senior Management Personnel" of CONTAINER CORPORATION OF INDIA LIMITED (CONCOR) hereinafter referred to as "the Company".
- 1.2 This code is in alignment with Company's Statement of Mission & Objectives and aims at enhancing ethical and transparent process in managing the affairs of the Company.
- 1.3 The matters covered under this Code are of utmost importance to the Corporation, its stakeholders and business partners. Further, these are essential so that the business is conducted in accordance with the stated values of the Corporation.
- 1.4 This Code for Board Members has been framed specifically in compliance with the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and as per the Guidelines of DPE, as amended from time to time. In respect of Whole-time Directors and senior management personnel, this Code is to be read in conjunction with the CONCOR Conduct Rules, 1993 and any amendments thereto, if any.
- 1.5 It shall come into force with effect from the 30.07.2014.

2. DEFINITIONS AND INTERPRETATION

In this Code, unless repugnant to the meaning or context thereof, the following expressions shall have the meaning given to them below:

- 2.1 The term "Board / Board of Directors" shall mean the Board of Directors of the Company.
- 2.2 The term "Board Members" shall mean the Members on the Board of Directors of the Company.
- 2.3 The term "Whole-time Directors" shall mean the Board Members who are in whole-time

employment of the Company.

- 2.4 The term "Non-Executive Directors" shall mean the Board Members who are Part-time Directors (including Govt. Nominee Directors and Independent Directors) and not in whole time employment of the Company.
- 2.5 The term Independent Director shall mean a Non-Executive Director who is an Independent Director as per provisions of the Companies Act 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time.
- 2.6 The term "Senior Management Personnel" shall mean employees of the Company, who are members of its Core Management Team excluding Board of Directors and would comprise all Executive Directors, Chief Vigilance Officer (CVO), Chief General Managers (CGMs), Area Heads, Group General Managers (GGMs), Cluster Heads and shall also comprise all the members of the management one level below the Chief Executive Officer or Managing Director or Whole Time Director or Manager (including Chief Executive Officer and Manager, in case they are not part of the Board of Directors) and shall specifically include the functional heads, by whatever name called and the persons identified and designated as key managerial personnel, other than the board of directors, by the listed entity.
- 2.7 The term "Relative" shall mean 'relative' as defined in Section 2(77) of the Companies Act, 2013 and the rules framed there under (Refer to Appendix-I).
- 2.8 The term "Related party" shall mean as it is defined in Section 2(76) of the Companies Act 2013 and the rules framed there under.
- 2.9 The term "Conflict of Interest" means where the interests of one individual interferes or appears to interfere with the interests of the company as a whole.
- 2.10 The Term "Compliance Officer" shall mean the Company Secretary of the Company, who is in whole time employment of the Company, is not more than one level below the board of directors, is designated as a Key Managerial Personnel and who is reporting to Chairman and Managing Director under supervision of Board of Directors of the Company.

3. APPLICABILITY

This Code shall be applicable to the following persons:

- a) All Whole-time Directors including the Chairman & Managing Director of the Company.
- b) All Non-Executive Directors (including Govt. Nominee Directors and Independent Directors) unless specifically exempted from some provisions of this Code.
- c) Senior Management Personnel as defined in Clause 2.6 of this Code.

4. KEY REQUIREMENTS

Ethical business conduct is critical to a business. Accordingly, the Board Members and the Senior Management Personnel of the Corporation are expected to read and understand this Code and uphold these standards in day to day activities. Board Members/ Senior Management Personnel shall act within the authority conferred upon them, keeping the best interests of the Company in view with clear commitment to the mission and objectives of the Company and its core values and observe the following:

- (i) Shall act on a fully informed basis, in good faith, with utmost care, skill and due diligence, and in the best interest of the Company and its Shareholders, maintaining high standards of integrity in all its activities and dealings;
- (ii) Shall act in an ethical manner, free from fraud or deception and conforming to the accepted professional standards. They shall also fulfill the fiduciary obligations without allowing their independence of judgment to be compromised;
- (iii) Conduct themselves in a professional, courteous and respectful manner and not take improper advantage of their official position;
- (iv) Comply with communication and other policies of the Company;
- (v) Act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
- (vi) Act in the best interests of, and fulfill their fiduciary obligations to the Company;
- (vii) Act honestly, fairly, ethically and with integrity;
- (viii) Not to use the Company's property or position for personal gain;
- (ix) Not to use any information or opportunity received by them in their capacity as Directors in a manner that would be detrimental to the Company's interests;
- (x) Shall not involve in taking any decision on a subject matter in which a conflict of interest arises or is likely to arise;
- (xi) Shall make disclosures to the Board, Chairman and Managing Director (in case of Senior Management Personnel), relating to all material, financial and commercial transactions, if any, where they have personal interest, that may have a potential conflict with the interest of the company at large;
- (xii) Shall not, in his official capacity, enter into business with the related parties except with the prior approval of such authority as may be required under the Companies Act, 2013, SEBI

(Listing Obligations and Disclosure Requirements) Regulations, 2015, DPE guidelines and such other regulation as may be applicable to the Company;

- (xiii) Shall avoid having any personal and/or financial interest in any business dealings concerning the Company;
- (xiv) Shall avoid any dealing with a Contractor or Supplier that compromises the ability to transact business on a professional, impartial and competitive basis or that may influence discretionary decision to be made by the Board Members/ Senior Management Personnel/ Company;
- (xv) Shall not hold any position or job or engage in outside business or other interest that is competing with and/or prejudicial to the interests of the Company;
- (xvi) Shall not exploit for their own personal gain, opportunities that are discovered through use of corporate property, information or position, unless the opportunity is disclosed fully in writing to the Board of Directors of the Company and the Board declines to pursue such opportunity and allow him to avail such opportunity;
- (xvii) Shall not make any statement which has the effect of adverse criticism of any policy or action of the Government or of the Company or which is capable of embarrassing the relations between the Company and the public including all the stakeholders;

Provided that nothing in this clause shall apply to any statement made or views expressed by a Board Member/ Senior Management Personnel, which are purely factual in nature and are not considered as confidential, in his official capacity or in due performance of the duties assigned to him.

- (xviii) Act in a socially responsible manner, within the applicable laws, rules and regulations, customs and traditions of the countries in which the company operates;
- (xix) Shall apply high ethical standards and will not be involved in any incident of moral turpitude. Ethical conduct includes the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- (xx) Act in a manner to enhance and maintain the reputation of the Company;
- (xxi) Respect the confidentiality of information relating to the affairs of the Company acquired in the course of their service, except when authorized or legally required to disclose such information;
- (xxii) Treat the other members of the Board and other persons connected with the Company with respect, dignity, fairness and courtesy;
- (xxiii) Abstain from discussion, voting or otherwise influencing a decision on any matters that may come before the Board in which they may have a conflict or potential conflict of interest;

- (xxiv) Shall not seek or accept, directly or indirectly, any offer, payment, promise to pay, or authorization to pay any money, gift or anything of value from customers, vendors, consultants etc. that is perceived as intended, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commitment of any fraud;
- (xxv) Not to use confidential information acquired in the course of their service for their personal advantage or for the advantage of any other entity;
- (xxvi) Help create and maintain a culture of high ethical standards and commitment to compliance; and
- (xxvii) Keep the Board informed in an appropriate and timely manner any information in the knowledge of the member which is related to the decision making or is otherwise critical for the company;

5. CONTENTS OF CODE

Part I	General Moral Imperatives
Part II	Specific Professional Responsibilities
Part III	Specific Additional Provisions for Board Members and Senior Management Personnel

This code is intended to serve as a basis for ethical decision making in the conduct of professional work. It may also serve as a basis for judging the merit of a formal complaint pertaining to violation of professional ethical standards.

It is understood that some words and phrases in the code of ethics and conduct document are subject to varying interpretations. In case of any conflict, the decision of the Board shall be final.

PART - I GENERAL MORAL IMPERATIVES

- 1. Contribute to society and human well being**
 - 1.1 This principle concerning the quality of life of all people, affirms an obligation to protect fundamental human rights and to respect the diversity of all cultures. We must attempt to ensure that the services or products of our efforts will be used in socially responsible ways, will meet social needs, and will avoid harmful effects to the health and welfare of others. In addition to a safe social environment, human well being includes a safe natural environment.
 - 1.2 Therefore, all Board Members and Senior Management Personnel who are accountable for the design, development, delivery and promotion of company's products/services, must be alert to, and make others aware of, both a legal and a moral responsibility for the safety and the

protection of human life and environment.

2. Be honest and trustworthy & practice integrity.

2.1 Integrity and honesty are essential components of trust. Without trust an organization cannot function effectively.

2.2 All Board Members and Senior Management Personnel are expected to act in accordance with highest standards of personal and professional integrity, honesty and ethical conduct, while conducting business of the Public Enterprise.

3. Be fair and take action not to discriminate.

3.1 The values of equality, tolerance, respect for others, and the principles of equity & justice govern this imperative. Discrimination, on the basis of race, sex, religion, caste, age, disability, national origins or other such factors, is an explicit violation of this Code.

4. Honour confidentiality.

4.1 The principle of honesty extends to issues of confidentiality of information. The ethical concern is to respect all obligations of confidentiality to all stakeholders unless discharged from such obligations by requirements of the law or other principles of this Code.

4.2 All Board Members and Senior Management, therefore, shall maintain the confidentiality of all confidential unpublished information about business and affairs of the Company.

5. Pledge & Practice

5.1 To strive continuously to bring about integrity and transparency in all spheres of the activities.

5.2 Work unstintingly for eradication of corruption in all spheres of life.

5.3 Remain vigilant and work towards growth and reputation of the Company.

5.4 Bring pride to the organization and provide value-based services to Company's stakeholders.

5.5 Do duty conscientiously and without fear or favour.

**PART II
SPECIFIC PROFESSIONAL RESPONSIBILITIES**

1. Live the Vision, Mission and Values of CONCOR - each day

Live the Vision, Mission and Values of Container Corporation of India Limited each Day.

2. Strive to achieve the highest quality, effectiveness and dignity in both the processes and products of professional work:

Excellence is perhaps the most important obligation of a professional. Everyone, therefore, should strive to achieve the highest quality, effectiveness and dignity in their professional work.

3. Acquire and maintain professional competence

Excellence depends on individuals who take responsibility for acquiring and maintaining professional competence. All are, therefore, expected to participate in setting standards for appropriate levels of competence, and strive to achieve those standards.

4. Compliance with Laws

The Board Members and Senior Management Personnel of the Company shall comply with all the applicable provisions of existing local, state, national, and international laws. They should also follow and obey the policies, procedures, rules and regulations relating to business of the Company.

The Board Members and Senior Management Personnel shall comply with the Board and other procedures concerning Board Meetings, Agenda, Quarterly Reports, Resolution by Circulation, Compliances of Laws, etc. as may be formulated and applicable to the company and as provided under relevant Laws, Listing agreement, DPE guidelines, etc., as amended from time to time.

They shall also comply with the Govt. policies as applicable to the Corporation, along with the changes made therein from time to time.

5. Accept and provide appropriate professional review

Quality professional work depends on professional review and comments. Whenever appropriate, individual members should seek and utilize peer review as well as provide critical review of the work of theirs.

6. Manage personnel and resources to enhance the quality of working life

Organizational leaders are responsible for ensuring that a conducive working and business environment is created for fellow employees to enable them delivering their best. The Board Members and Senior Management Personnel would be responsible for ensuring human dignity of all employees, would encourage and support the professional development of the employees of the Company by providing them all necessary assistance and cooperation, thus enhancing the quality of working.

7. Be upright and avoid any inducements

The Board Members and Senior Management Personnel shall not, directly or indirectly through their family and other connections, solicit any personal fee, commission or other form of remuneration arising out of transactions involving Company. This includes gifts or other

benefits of significant value, which might be extended at times, to influence business for the organization or awarding a contract to an agency, etc.

8. Observe Corporate Discipline

The flow of communication within the Company is not rigid and people are free to express themselves at all levels. Though there is a free exchange of opinions in the process of arriving at a decision, but after the debate is over and a policy consensus has been established, all are expected to adhere and abide by it, even when in certain instances one may not agree with it individually. In some cases policies act as a guide to action, in others they are designed to put a constraint on action. All must learn to recognize the difference and appreciate why they need to observe them.

9. Conduct in a manner that reflects credit to the Company

All are expected to conduct themselves, both on and off duty, in a manner that reflects credit to the Company. The sum total of their personal attitude and behaviour has a bearing on the standing of Company and the way in which it is perceived within the organization and by the public at large.

10. Be accountable to Company's stakeholders

All of those whom we serve, be it our Customers, without whom the Company will not be in business, the Shareholders, who have an important stake in its business, the Employees, who have a vested interest in making it all happen, the Vendors, who support the Company to deliver in time and Society to which Company is responsible for its actions - are stakeholders of the Company. All, therefore, must keep in mind at all times that they are accountable to Company's stakeholders.

11. Identify, mitigate and manage business risks

It is everybody's responsibility to follow the Risk Management Framework of the Company to identify the business risks that surround function or area of operation of the Company and to assist in the company-wide process of managing such risks, so that Company may achieve its wider business objectives.

12. Protect properties of the Company

The Board Members and Senior Management Personnel shall protect the assets including physical assets, information and intellectual rights of the Company and shall not use the same for personal gains.

PART - III
SPECIFIC ADDITIONAL PROVISIONS FOR BOARD MEMBERS AND
SENIOR MANAGEMENT PERSONNEL

1. As Board Members and Senior Management Personnel

They shall undertake to actively participate in the meetings of the Board and Committees on which they serve.

2. As Board Members

2.1 Undertake to inform the Chairman and Managing Director/ Company Secretary of the Company of any changes in their other Board positions, relationship with other business and other events/ circumstances / conditions that may interfere with their ability to perform Board/ Board Committee duties or may impact the judgement of the Board as to whether they meet the independence requirements of applicable laws, Listing Agreement with Stock Exchanges and the Guidelines of DPE.

2.2 Undertake that without prior approval of the disinterested members of the Board, they will avoid apparent conflict of interest. Conflict of interest may exist when they have personal interest that may have a potential conflict with the interest of the Company.

3. As Independent Directors:

The Independent Directors shall in addition comply, act, conduct themselves in accordance with the provisions, specifically provided for them, in the Companies Act, 2013, Listing Agreement with Stock Exchanges, DPE/Govt. Guidelines other Statutory/Regulations as amended from time to time. Their duties would be as per **Appendix-II** of this code.

4. OTHER DIRECTORSHIPS

Unless specifically permitted by the Board/ Chairman and Managing Director (In case of Senior Management Personnel), the Board Members/ Senior Management Personnel shall not serve as Director of any other Company or as Partner of a Firm that is engaged in a business competing with the Company or with which the Company has business relations. This clause is not applicable to *Ex-officio* Government Nominee Directors.

Senior Management Personnel shall obtain prior approval of the Chairman and Managing Director of the Company for accepting Directorship of any other company or partnership of a firm.

The Senior Management Personnel shall not accept any appointment or post, whether advisory or administrative, in any company or firm, whether Indian or Foreign, having competitive nature of business (other than (i) Joint Venture Companies with management control vested in

CONCOR and (ii) Subsidiary Companies of CONCOR) or with which the Company has or had business relations, within two years from the date of cessation of service of the Company (either by retirement or resignation) unless approved by the Chairman and Managing Director.

5. PREVENTION OF INSIDER TRADING

The Board Members/ Senior Management Personnel shall comply with the CONCOR's Insider Trading Rules, 2002 and any amendments thereto from time to time for prevention of Insider Trading in dealing with the Securities of the Company.

6. CORPORATE DISCLOSURE PRACTICES

The Code of Corporate Disclosure Practices regulates disclosure of "Unpublished Price Sensitive Information". The Compliance Officer shall be responsible for ensuring that the Company complies with the continuous disclosure requirement, overseeing and coordinating disclosure of Price sensitive information to Stock Exchanges, Analysts, shareholders and media and educating staff on disclosure policies and procedure including drafting of the press release or text of the information to be posted on the Company's web-site/ released to the press with the approval of Chairman and Managing Director/Director (Finance). No person except the Chairman and Managing Director/Director (Finance) or those authorized by them, shall disclose any information relating to the Company's Securities to analysts/research persons and institutional investors. The Board Members/ Senior Management Personnel shall comply with the Code of Corporate Disclosure Practices.

7. RELATED PARTY DISCLOSURES

The Board Members/ Senior Management Personnel shall make disclosure of related party transactions to the Board of Directors/Chairman and Managing Director in the format provided under (**Appendix III**).

8. CONFIDENTIALITY OF INFORMATION

Subject to the Code of Corporate Disclosure Practices as may be prevalent in the Company from time to time any information concerning the Company's business, its customers, suppliers, etc. to which the Board Members/ Senior Management Personnel have access or which are in their possession, must be considered confidential and held in confidence. No Board Member/ Senior Management Personnel shall provide any information either formally or informally, to any outsider, to the press or any other media, unless specifically authorized. Provided that Board Members/ Senior Management Personnel shall in consultation/under intimation to the Compliance Officer of the Company be free to disclose such information which is:

- (a) part of the public domain at the time of disclosure; or
- (b) authorised or required to be disclosed pursuant to a decision of the Board or any of its Sub-Committees; or

- (c) legally mandated and is required to be disclosed in accordance with applicable laws, rules, regulations, guidelines, or directions from the Govt.

9. PROTECTION OF ASSETS

The Board Members/ Senior Management Personnel shall protect the Company's assets including physical assets, information and intellectual rights and shall not use the same for personal gain.

10. CONTINUAL UPDATION, CLARIFICATION AND AMENDMENTS TO THE CODE

- A. **UPDATION:** The provisions of this Code can be amended/ modified by the Board of Directors of the Company from time to time and all such amendments/ modifications shall take effect from the date stated therein.
- B. **CLARIFICATION:** Any member of Board or Senior Management requiring any clarification regarding this code of conduct may contact Director (Finance)/Company Secretary/ any officer specifically designated by the Board of Directors.
- C. **AMENDMENTS:**
 - i. The provisions of the Code can be amended /modified by the Board of Directors of the Corporation from time to time and all such amendments/modifications shall take effect from the date stated therein.
 - ii. Any amendment of any provisions of this Code must be approved by the Company's Board of Directors and promptly disclosed in the Company's website pursuant to applicable laws and regulations, together with the details about the nature of amendment.

11. PLACEMENT OF THE CODE ON WEBSITE

Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, this Code and any amendment thereto shall be posted on the website of the Company.

12. ANNUAL COMPLIANCE REPORTING

- 12.1 All Board Members/ Senior Management Personnel shall affirm compliance of this Code within 30 days of close of every financial year. The Annual Report of the company shall contain a declaration to this effect signed by the Chairman and Managing Director. A proforma of Annual Compliance Report is at **Appendix- IV**. The Annual Compliance Report shall be forwarded to the Company Secretary. If any Director/ Senior Management Personnel leaves the Company any time during a financial year, he shall send a communication to Company Secretary affirming compliance of the Code till the date of his association with CONCOR.

- 12.2 The Chairman and Managing Director of the Company and the Whole Time Finance Director or

any other person heading the finance function shall certify to the Board that there are, to the best of their knowledge and belief, no transactions entered into by the Company during the year which are fraudulent, illegal or in violation of this Code.

13. ENFORCEMENT OF CODE OF CONDUCT

Each Board Member/ Senior Management Personnel shall be accountable for fully complying with this Code.

14. CONSEQUENCES OF NON- COMPLIANCE OF THIS CODE

The Corporation shall ensure confidentiality and protection to any person who has in good faith, reported a violation or a suspected violation of law , of this Code or other Company policies or against any person who is assisting in any investigation or process with respect to such a violation .

In case of breach of this Code by the Non Executive Directors, the same shall be considered by the Board of Directors for initiating appropriate action, as deemed necessary.

In case of breach of this Code by the Whole-time Directors/ Senior Management Personnel, the same shall be dealt with in accordance with the CONCOR Conduct Rules, 1993 and any amendments thereto.

Any waiver to this Code, whether the same is in the interest of the Corporation shall be decided by the Board.

15. ACKNOWLEDGEMENT OF RECEIPT OF THE CODE

All Board Members/ Senior Management Personnel shall acknowledge receipt of this Code or any modification(s) thereto, in the acknowledgement form as at **Appendix-V** and forward the same to the Company Secretary indicating that they have received, read, understood and agreed to comply with this code.

CONTAINER CORPORATION OF INDIA LIMITED
CODE OF CONDUCT
FOR
BOARD MEMBERS & SENIOR MANAGEMENT PERSONNEL

The definition of the term relative shall be governed by the provisions of section 2(77) of the Companies Act, 2013 and rules framed thereunder, as amended from time to time. Under the said provisions, Relative with reference to any person, means any one who is related to another, if-

- (a) they are members of a Hindu undivided family; or
- (b) they are husband and wife; or
- (c) A person shall be deemed to be the relative of another, if he or she is related to another in the following manner, namely:-
 - i. Father: Provided that the term "Father" includes step-father.
 - ii. Mother: Provided that the term "Mother" includes the step-mother.
 - iii. Son: Provided that the term "Son" includes the step-son.
 - iv. Son's wife.
 - v. Daughter.
 - vi. Daughter's husband.
 - vii. Brother: Provided that the term "Brother" includes the step-brother;
 - viii. Sister: Provided that the term "Sister" includes the step-sister.

CONTAINER CORPORATION OF INDIA LIMITED
CODE OF CONDUCT
FOR
BOARD MEMBERS & SENIOR MANAGEMENT PERSONNEL
DUTIES OF INDEPENDENT DIRECTORS

The independent directors shall—

- (1) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
- (2) seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
- (3) strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
- (4) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
- (5) strive to attend the general meetings of the company;
- (6) where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
- (7) keep themselves well informed about the company and the external environment in which it operates;
- (8) not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- (9) pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
- (10) ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- (11) report concerns about unethical behaviour, actual or suspected fraud, or violation of the company's code of conduct or ethics policy;
- (12) act within their authority, assist in protecting the legitimate interests of the company, shareholders, and its employees;
- (13) not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law; and
- (14) any other duty as may be cast under the Companies Act 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and DPE/Other Guidelines, as amended from time to time.

CONTAINER CORPORATION OF INDIA LIMITED
CODE OF CONDUCT
FOR
BOARD MEMBERS & SENIOR MANAGEMENT PERSONNEL

The Board Members/ Senior Management Personnel shall disclose the following, in respect of all transactions with related parties or their relatives, in their official capacity::

- (i) the name of the transacting related party;
- (ii) a description of the relationship between the parties;
- (iii) a description of the nature of transactions;
- (iv) volume of the transactions either as an amount or as an appropriate proportion ;
- (v) any other elements/information of the related party transactions necessary for an understanding of the financial statements.

Signature:.....

Name:.....

Designation:.....

Date:.....

Place:.....

Note: The following are illustrative and not exhaustive list of examples of the related party transactions in respect of which disclosures should be made by Board Members:

- purchases or sales or supply of goods (finished or unfinished) or materials or property of any kind;
- purchases or sales of fixed assets ;
- rendering or receiving of services ;
- agency arrangements;
- leasing or hire purchase arrangements ;
- transfer of research and development ;
- licence agreements;
- finance (including loans and equity contributions in cash or in kind) ;
- guarantees and collaterals ;
- management contracts including for deputation of employees.
- Related party appointments to any office or place of profit in the company, its subsidiaries or associated companies; and
- Underwriting the subscription of any securities or derivatives thereof, of the company.

CONTAINER CORPORATION OF INDIA LIMITED

CODE OF CONDUCT
FOR
BOARD MEMBERS & SENIOR MANAGEMENT PERSONNEL

ANNUAL COMPLIANCE REPORT*

Ido hereby solemnly affirm that to the best of my knowledge and belief, I have fully complied with the provisions of the CODE OF CONDUCT FOR BOARD MEMBERS and SENIOR MANAGEMENT PERSONNEL during the financial year ending 31st March

Signature :.....

Name :.....

Designation :.....

Date :.....

Place :.....

* To be submitted by 30th April each year.

CONTAINER CORPORATION OF INDIA LIMITED
CODE OF CONDUCT
FOR
BOARD MEMBERS & SENIOR MANAGEMENT PERSONNEL

ACKNOWLEDGEMENT FORM

I, have received and read the Company's "CODE OF CONDUCT FOR BOARD MEMBERS and SENIOR MANAGEMENT PERSONNEL as applicable w.e.f. 30.07.2014. I have understood the provisions and policies contained in this Code and I agree to comply with this code.

Signature :

Name :

Designation :

Date :

Place :

CONCOR CONDUCT RULES

1. Short Title and Commencement

- (i) These rules shall be called the CONCOR Conduct Rules.
- (ii) They shall come into force w.e.f. 13.12.1993.

2. Applicability

These Rules shall apply to all the employees.

3. DEFINITIONS

In these Rules, unless the context otherwise requires: -

a) Employee means: A person in the employment of the undertaking other than casual/adhoc/contractual persons temporarily engaged but includes a person on deputation in the undertaking and also the person whose services are temporally placed at the disposal of Government / Subsidiary/ Public Undertaking.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

b) Company: means the Container Corporation of India Limited (CONCOR);

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

c) Board: means the Board of Directors for the time being of CONCOR and includes in relation to the Management or any officer of the Corporation to whom the Board delegates any of its powers;

d) Chairman & Managing Director: means Chairman & Managing Director of CONCOR.

e) –Deleted–

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

f) –Deleted–

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

g) -Deleted-

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

h) Competent Authority: means the authority empowered by Board of Directors by any general or special rules or order to discharge the function or use the power specified in the rules or order.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

i) Government: means the Government of India or the Government of a State, as the case may be;

j) Family: shall means and includes a person as defined under CONCOR Medical Attendance Rules.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

k) –Deleted–

(Authority: eOffice Computer No. 42576 dated 14.07.2022)



I) –Deleted-

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

m) Sexual Harassment: means and includes any unwelcome sexually determined behaviour whether directly or by implication as:

- (i) physical contact and advances
- (ii) a demand or request for sexual favours
- (iii) sexually coloured remarks
- (iv) showing pornography
- (v) any other unwelcome physical, verbal or nonverbal conduct of sexual nature

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

4. (A) General

(i) Every employee of CONCOR shall at all times maintain absolute integrity, devotion to duty, decent conduct, promptness and courtesy, high ethical standard, accountability transparency for upholding the public interest and do nothing which is unbecoming of an employee.

(ii) Every employee of CONCOR holding a supervisory/ managerial post shall take all possible steps to ensure the integrity, devotion to duty, decent conduct and high ethical standard of all the employees for the time being under his/her control and authority.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(B) Code of Ethics

The following standards of integrity and conduct stated below shall apply to all the employees in CONCOR and will supplement the rules and laws for regulating the public and private conduct of CONCOR employee.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(i) Obligation to CONCOR

(a) The role of the employee is to assist CONCOR to achieve its objectives as spelt out in the charter constituting the setting up of the Company.

(b) It is the obligation of every CONCOR employee to uphold the Rule of Law and respect for human rights solely in the public interest while making recommendations or exercising administrative authority. The employee must maintain the highest standards of probity and integrity.

(c) The decisions taken or the recommendations made for taking decisions by an employee should be objective and transparent and not calculated to promote improper gains to any particular person, political association, any third party or for themselves.

(d) CONCOR Employees should not seek to frustrate or undermine the policies, decisions and actions taken in the public interest by the management by declining or abstaining from action which flows from the management decision. Where following the instructions of the superior authority would appear to conflict with the exercise of impartial professional judgement or affect the efficient working of the enterprise, the employee should set out

points of disagreement clearly in writing to the superior authorities for seeking instructions.

(e) Where a CONCOR employee has reasonable grounds to believe that he or she is being required by the superior authority to act in a manner which is illegal or against the prescribed rules and regulations, or if any legal infringement comes to his or her notice, he or she should decline to implement the instruction, and would also have a right to bring the facts to the notice of the Higher Authority and can also represent through Grievance Redressal Mechanism/Whistle Blower Policy.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(ii) Conflict of interest and peer pressure: canvassing/pressing of claims or seeking redress of a grievance in service matters.

(a) CONCOR Employees should refrain from canvassing or bringing outside influence and from taking decisions calculated to benefit any particular party/person at the expense of public interest and should also disclose any conflict between public and private interest or any interest/conflict covering the employee or his family members.

(i) an employee shall address to his immediate superior or to such other authority at the lowest level as may be competent to deal with the service matters of the employee.

(ii) An appeal or representation to higher authority shall not be made unless the appropriate lower authority already rejected the claim or refused relief or unduly delayed the disposal of the case.

(iii) A representation to the Functional Director or the CMD of the company shall not be made unless all means of seeking redress from lower authority have been completely exhausted.

(iv) No representation/ appeal/ petition or memorial shall be addressed by the employee to the Functional Director or the CMD of the company personally or to any outside authority or an authority not specified under these rules.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(iii) Accountability and responsiveness of CONCOR employee to the Public

(a) To practice accountability to the people in terms of quality of service, timelines, courtesy, and to encourage participation/partnership with citizen group for responsive management.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(b) To be consistent, equitable and honest in treatment of members of the public with particular care for weaker section of Society and should not be unfair or discriminatory. Use of discretionary powers in a justifiable, non-arbitrary and objective manner.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)



(c) To recognize and enforce customer's right for speedy redressal of grievances and commitment for providing service of declared quality and standard to customers.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(d) To respect the right of public to information on all activities and transactions of the organizations except where debarred in the public interest from releasing information by provisions of law or by valid instructions.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(iv) Concern for value of public assets and funds

CONCOR Employees should avoid wastage and extravagance and ensure effective and efficient use of public money within their control.

(v) Non-abuse of official position

CONCOR employees should take decision on merit and respect the position of trust and should not abuse the official position to influence any person to enter into financial or other arrangement or to obtain an undue benefit.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(vi) Continuous improvement through professionalism, teamwork and to maintain promptness and courtesy

(a) To upgrade skills and knowledge, to strive for creativity / innovation and nurturing the values of team work and harmony.

(b) To be courteous, prompt in discharging official duties, to maintain integrity and to support & encourage juniors/colleagues in attainment of company's objectives.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

5. EMPLOYMENT OF NEAR RELATIVE OF THE EMPLOYEE OF THE COMPANY IN PRIVATE UNDERTAKING ENJOYING PATRONAGE OF THE COMPANY:

(a) An employee shall not use his/her position or influence to secure employment to his/her family members.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

(b) An employee shall not, except with the previous sanction of the competent authority, permit any member of his/her family to accept employment with any private firm which has official dealings with the employee in his/her official capacity.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

Provided that where the acceptance of the employment cannot await the prior permission of the competent authority, the employment may be accepted provisionally subject to the permission of the competent authority, to whom the matter may be reported forthwith.

(c) An employee shall not, in the discharge of his/her official duties, deal with any matter or give sanction to any contract to any firm or any other person if any of his/her family

member(s) is/are employed in that firm or under that person or if he/she or any of his/her family member(s) are interested in such matter or contract in any other matter and he/she shall refer every such matter or contract to his/her superior and the matter or the contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.(N.B.: For purposes of these clauses, family means as defined under CONCOR Medical Attendance rules). (Authority: eOffice Computer No. 42576 dated 14.07.2022)

d) No Functional Director of the company including the Chief Executive who has retired/resigned from the service of the company, after such retirement/ resignation, shall accept any appointment or post, whether advisory or administrative, in any firm or company, whether Indian or foreign, with which the company has or had business relations, within one year from the date of retirement without prior approval of the Government. The term retirement includes resignation; but not the cases of those whose term of appointment was not extended by Government for reasons other than proven misconduct. The term "*business relations*" includes "*official dealings*" as well.

(Authority : CON/HR/249/1/535 dt 29-02-2000)

(e) At the time of appointment or during the employment as Functional Director/CMD in CONCOR, the officer is required to execute a '*Bond*' as per 'Form of Bond Agreement' at Annexure-I for compliance of the restrictions as mentioned in Rule 5(d).

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

6. Taking part in Demonstrations:

An employee shall not engage him/her or participate in any demonstration causing disharmony or disrepute to the company.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

7. Connection with Press or Radio:

(a) An employee shall not, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(b) An employee shall not, except with the previous sanction of the competent authority, or in the bonafide discharge of his/her duties, participate in Print/ Electronic Media or write or publish a book or contribute an article or write a letter either in his/her own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

8. Criticism of Government or the Company:

No employee shall in any electronic, print media and social media group or in any document published under his/her name or in the name of any other person or in any communication to the press, or in any public utterances, make any statement.



(a) which has the effect of adverse criticism of any policy or action of the Central or State Governments, or of the Company or

(b) which is capable of embarrassing the relations between the CPSE and the public.

Provided that nothing in these rules shall apply to any statement made or views expressed by an employee of purely factual nature which are not considered to be of a confidential nature in his/her official capacity or in due performance of the duties assigned to the employee.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

9. Evidence before Committee or any other Authority:

1. Save as provided in sub-rule (3) below, an employee shall not, except with the previous sanction of the Competent Authority, give evidence in connection with any enquiry conducted by any person, Committee or Authority.

2. Where any sanction has been accorded under sub rule (1), while giving evidence, an employee shall not criticize the policy or any action of the Government or of the Company.

3. Nothing in this rule shall apply to :

(i) Evidence given at any enquiry before an authority appointed by the Government, Parliament or a State Government Legislature or the Company.

(ii) Evidence given in any judicial inquiry or

(iii) Evidence given at any departmental inquiry ordered by authorities subordinate to the Government.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

10. Unauthorised Communication of Information:

An employee shall not, except in accordance with an order of the Company in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or any part thereof or information to any person to whom the employee is not authorized to communicate such document or information.

EXPLANATION:

Quotation by an employee in his/her representation and appeals to authorities any letter, circular or office memorandum or from the notes of any file to which employee is not authorized to keep in his/her personal custody or for personal purposes shall amount to unauthorized communication of information within the meaning of this rule.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

11. Gifts

(a) Save as otherwise provided in these rules, an employee shall not accept or permit any member of his/her family or any person acting on his/her behalf, to accept any gift/privilege in his/her official dealing.



(b) On occasions such as weddings, anniversaries, funerals, festivals or religious/social functions, when the making of a gift is in conformity with the prevailing religious or social practice, the employee may accept gifts from his/her guests, personal friends but shall make a report to the Competent Authority if the value of any gift received by the employee on that occasion exceeds the amount of two-months Basic Pay of the employee.

(c) Obtaining donations/ advertisement / sponsorship etc. by the associations/NGOs formed by either employees or their spouse / family members etc. for furthering their individual interest from the contractors, vendors, customers or other persons having commercial relationship / official dealings with the CPSE will be treated as misconduct.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

11(A) Giving or taking Dowry

The employee shall not abet or demand directly any 'Dowry' (as defined under Dowry Prohibition Act, 1961) from the parents of bride or bridegroom, as the case may be.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

12. Private Trade or Employment

(a) The employee shall not, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that any employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer.

(b) The employee shall not, without the previous sanction of the Competent Authority, except in the discharge of his/her official duties, take part in the registration, promotion or management of any bank or other Company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law as applicable for the time being in force or any cooperative society for commercial purposes.

An employee of the company with the prior sanction of the Competent Authority may take part in the registration, promotion or management of a Consumer/House Building Cooperative Society substantially for the benefit of the employees of the Corporation or a subsidiary company registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law as applicable for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force.

(c) The employee shall not accept any fee or any remuneration or any pecuniary advantage for any work done by him for any public body or any private person without the sanction of the competent authority (this will exclude honorarium/award/incentive received during seminars/workshops / as member of Selection Committee constituted for promotion/recruitment within or outside the organization etc.).

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

13. Lending, Borrowing & Habitual Indebtedness:

(a) The employee shall not save in ordinary course of business with a bank/financial institution/ firm borrow money from or lend money to or otherwise place himself under pecuniary obligation to any person/firm with whom he has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his name or on his behalf or for the benefit of any member of his family and should avoid habitual indebtedness.

(b) If an employee is declared or adjudged insolvent, he shall forthwith report the fact to the competent authority.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

14. -Deleted-

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

15. Movable and Immovable Property:

(a) The employee shall on first appointment in the Corporation, submit a return of assets and liabilities in the prescribed form ANNEXURE-II [(Form 1, Form 1(A) & Form-3] giving the particulars regarding:

(i) the immovable property inherited by the employee, or owned or acquired by the employee on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person;

(ii) shares, debentures and cash, including bank deposits inherited by the employee (or similarly) owned, acquired or held by the employee;

(iii) Other movable property inherited by the employee or similarly owned, acquired or held by him, if the value of such property exceeds six months basic pay of the employee.

(iv) Debts and other liabilities incurred by employee directly or indirectly.

(v) The employee shall, beginning 1st January, submit a return of immovable property inherited/owned /acquired in the prescribed format of Annual Property Return by 31st January of subsequent calendar year (ANNEXURE-II Form-1).

(b) The employee shall submit to the Competent Authority an intimation in the prescribed format (ANNEXURE-III) to acquire or dispose of any immovable property by purchase, sale gift or otherwise, either in his/her own name or in the name of any member of his/her family alongwith all the relevant details and documents including the source of funds on completion of the transaction within a period of one month for noting of the transaction.

(c) The employee shall not, except with the previous sanction of the Competent Authority, enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with him/her.

(d) The employee shall report to the Competent Authority within a period of one month every transaction, concerning movable property owned or held by him in his own name or

in the name of a member of his family, if the value of each such property exceeds six months basic pay of the employee. (ANNEXURE-IV)

(e) Employee shall report to the Competent Authority if the total transactions during the calendar year in shares, securities, debentures or mutual funds schemes etc. exceed six months basic pay of the employee in his own name or in the name of a member of the family to be submitted in the prescribed format (ANNEXURE-II Form-3) of Annual Property Return by 31st January of subsequent calendar year.

EXPLANATION:

Transaction entered into by the spouse or any other member of the family of an employee of the Company out of his/her own earnings/funds including streedhan, gifts, inheritance etc. as distinct from the funds of the employee of the Corporation himself, in his or her own name and his or her own right, would not attract the provisions of the above sub-rule.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

15(A). Dealing in Shares of CONCOR by Management

(i) A full-time Director or any executive/ employee involved in the decision-making process of fixation of price of an IPO/FPO of shares of the Company shall not apply either himself/herself or through any member of his/her family or through any other person acting on his/her behalf for allotment of shares (which includes all types of equity related instruments) in an IPO/FPO of the company, even out of the category of preferential quota reserved for employees/Directors of the Company.

(ii) All executives/ employees including full time Directors of Company who are in possession of unpublished price sensitive information would be prohibited from dealing /transacting either in their own name or through any member of their family in the shares of their own company.

(iii) Full-time Director or Executive / employees of the company or any member of his/her family or any person acting on his/her behalf shall not apply for shares out of any preferential quota reserved for employees/ Directors of other companies.

(iv) All employees of the company would be required to disclose to the company all transactions of purchase/ sale in shares worth two months Basic Pay or more in value or existing holding/interest in the shares worth two months Basic Pay or more in his/her own company either in his/her own name or in the name of any family member to report to the company indicating quantity, price, date of transaction and nature of interest within 4 working days.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

16. -Deleted-

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

17. Bigamous Marriages:

(a) The employee shall not enter into or contract a marriage with a person having a spouse living; and

(b) If employee's spouse is living, he/she shall not enter into or contract a marriage with any person

Provided that the CMD may permit an employee to enter into or contract any such marriage as is referred to in clause (a) or clause (b) if he is satisfied that such marriage is permissible under the personal law applicable to such employee and the other party to the marriage.

(c) An employee who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to CONCOR.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

18. Consumption of Intoxicating Drinks and Drugs:

An employee shall:

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being.

(b) Not be under the influence of any intoxicating drink or drug during the course of his/her duty and shall take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drinks or drugs.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

19. Prohibition of Sexual Harassment of Women at Work Place

(i) An employee shall not indulge in any act of sexual harassment of any woman at workplace

(ii) The employee, if in-charge of a work-place, shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

Explanation: For the purpose of this rule-

(a) "sexual harassment" includes any one or more of the following acts or behaviour (whether directly or by implication) namely:

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -

- (i) implied or explicit promise of preferential treatment in employment; or
- (ii) implied or explicit threat of detrimental treatment in employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

20. Power to Relax Time-Limit And To Condone Delay:

Save as otherwise expressly provided in these Rules, the authority competent under these Rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these Rules for anything required to be done under these Rules or condone any delay.

21. Removal of Doubts

Where doubt arises as to interpretation of any of these Rules, the matter shall be referred to the Chairman and Managing Director for final decision and his decision shall be binding.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

22. Amendments

Chairman and Managing Director may amend, modify or add to these Rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.

(Authority: eOffice Computer No. 42576 dated 14.07.2022)

AUTHORITY

Corporate HR Circulars:

CON/HRD/249/1/1219 dated 21.05.1998
CON/HR/41/249/1/535 dated 29.02.2000
CON/HR/41/1/4837 dated 10.10.2002
CON/HR/41/1/1734 dated 24.06.2004
CON/HR/41/1/ 1261 dated 20.9.2005
CON/HR/41/1/969 dated 29.03.2010
CON/HR/41/1/1345 dated 04.10.2012
CON/HR/41/1/760 dated 17.04.2015
CON/HR/41/1/848 dated 03.04.2017
CON/HR/41/1/1393 dated 06.06.2017
eOffice Computer No. 42576 dated 14.07.2022

ANNEXURE-I**BOND- cum-UNDERTAKING****(To be executed on a non judicial stamp paper of the appropriate value)****To be obtained from the concerned Functional Directors(s)/CMD alongwith NON DUES CERTIFICATE prior to release of terminal benefits**

KNOW ALL MEN BY THESE PRESENTS THAT WEs/d/o resident of presently working as in (Name of CPSE) (hereinafter called "the Obligor") and (i) Shri..... s/d/o.....r/o..... (ii) Shri..... s/d/o..... r/o..... (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and respective heirs, executors and administrators to pay to the(Name of the CPSE) on demand the sum of Rs..... (Rupees.....) equivalent to the basic pay drawn by the Obligor during the last six months of his/her tenure in (Name of CPSE) or Rs.10 (Ten) lakhs, whichever is more, together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the then prevailing official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Company.

1. AND WHEREAS the Obligor has been appointed to the position of Director/CMD in (Name of the CPSE) (hereinafter called „the Company“), in terms of Offer of Appointment ref. No..... Dated..... The aforesaid terms of the offer were accepted by him/her and the Obligor assumed office on
2. AND WHEREAS in terms of the aforesaid Offer of Appointment it is required that in the event of Obligor's retirement/resignation from the Company, the Obligor will not accept any appointment or post, whether advisory or administrative, in any firm or Company whether Indian or Foreign, with which the Company has or had business relations, within one year from the date of Obligor's retirement/ resignation, without prior approval of the Government.
3. AND WHEREAS it was also required, in terms of the aforesaid Offer of Appointment, that terminal benefits due to Obligor, in the event of his/her retirement/resignation from the services of Company, would not be released unless a bond regarding aforesaid restriction on the post retirement is executed by him/her.
4. AND WHEREAS for the better protection of the Company, the Obligor has agreed to execute this bond with such condition as herein under contained.
5. AND WHEREAS the said Sureties have agreed to execute this bond as sureties on behalf of the above Obligor.
6. NOW THE CONDITIONS OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of Obligor's failure to abide by the restriction pertaining to acceptance of employment or post, whether advisory or administrative, in any firm or Company whether Indian or Foreign, with which the Company has or had business relations, within one year from the date of Obligor's retirement/resignation, without prior approval of the Government, Obligor shall become liable for payment of the sum equivalent to the bond



amount to (Name of CPSE). In the event of the aforesaid failure and upon the Obligor failing to pay the sum equivalent to the bond amount to (Name of CPSE), the Company will be at liberty to initiate appropriate civil action for recovery of the aforesaid bond amount from the Obligor. This will be without prejudice to the rights of the Company to initiate any other action as deemed fit in the circumstances of the case.

AND upon the Obligor Shri..... and, or Shri..... and, or Shri..... and Shri....., the Sureties aforesaid making such payment, the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Company or any person authorised by it (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary for the Company to sue the Obligor before suing the Sureties Shri..... and Shri..... or any of them for amounts due hereunder.

THE bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

In witness whereof, these present have been signed by a duly authorised officer on behalf of the Company and by the other person(s) party thereto.

Signed and delivered by the above Obligor along with his Sureties on this..... Day of Month 20....

Signature of Obligor

.....

1. Sign of Surety :

Name :

Designation :

Office to which attached :

In the presence of _____

For and on behalf of the Company

2. Sign of Surety :

Name :

Designation :

Office to which attached :

This bond should be executed accordingly & accepted by the accepting authority*

Signature of the Accepting Authority

* The accepting authority for Directors/MD and CMD of CPSEs would be as under

Directors	CMD/MD of the concerned CPSE
MD	Chairman of the concerned CPSE
CMD	Secretary of the concerned administrative Ministry/Department

Form of application for permission to PSE executives to accept commercial employment within a period of one year after retirement.

1. Name of the Executive :-
(in BLOCK letters)
2. Date of retirement :-
3. Particulars of the Ministry/Department/Office/PSE in which the executive served during the last 5 years preceding retirement (with duration):

Name of Ministry/ Department/Office/PSE.	Post held	Duration	
		From	TO

4. Post held at the time of retirement and period for which held
5. Pay scale of the post and pay drawn by the Executive at the time of retirement... ..
6. Pensionary benefits:

Pension expected/sanctioned, if any (communication if any, should be mentioned)	Gratuity, if any

7. Details regarding commercial employment proposed to be taken up :-
 - a. Name of the firm/company/co-operative society, etc.
 - b. Products being manufactured by the firm/type of business carried out by the firm, etc.
 - c. Whether the executive during last 5 years
 - d. Prior to his retirement/resignation had any official dealings with the firm.
 - e. Duration and nature of the official dealings with the firm
 - f. Whether the PSE in which the executive was working had any dealings with the firm, etc.
if so, give details
 - g. Name of the job/post offered
 - h. Whether post was advertised, if not, how was offer made (attach newspaper cutting of the advertisement, and a copy of the offer of appointment, if any)
 - i. Description of the duties of the job/post
 - j. Remuneration offered for post/job
8. Any information which the applicant desires to furnish in support of his request.

9. Declaration:-

I hereby declare that –

- i. I had no official dealings with the prospective employer in the preceding 5 years. The proposed employment will not involve conflict of interest with the policies of the office held by me during the last 5 years and the interest represented or work undertaken by the organization;
- ii. the employment which I propose to take up will not bring me into conflict with Government/PSE;
- iii. my commercial duties will not be such that my previous official position or knowledge or experience under Government/PSE could be used to give my proposed employer an unfair advantage;
- iv. my commercial duties will not involve liaison or contact with the Government departments/PSEs.
- v. I have not been privy to sensitive or strategic information in the last 5 years of service which is directly related to the areas of interest of work of the firm that I propose to join or to the areas in which I propose to practice or consult.

Signature of the applicant

Dated:

Address:

ANNEXURE-II**PROPERTY RETURN FOR THE YEAR ENDING****FORM NO.1**

Statement showing details of Immovable property on first appointment and also on first January of each calendar (e.g. land, house, shops, other buildings etc.)

NAME :

DESIGNATION :

ORGANISATION :

DATE OF JOINING :

BASIC PAY :

Sl. No.	Details/Description of Property and its location	If not in own name, state in whose name held, if any	Relation with the employee	How and When acquired	Value of property	Total Annual Income from the Property	Remarks
1	2	3		4	5	6	7
1							
2.							
3.							

Place:

Signature:

Date :

Designation:

PROPERTY RETURN FOR THE YEAR ENDING**FORM NO. 3**

FORM TO BE SUBMITTED ALONG WITH THE ASSETS & LIABILITIES STATEMENT AS ON 1ST JANUARY OF EVERY YEAR AND AT THE TIME OF INITIAL APPOINTMENT FOR GIVING INFORMATION OF TRANSACTIONS IN SHARES, SECURITIES, DEBENTURES AND INVESTMENT IN MUTUAL FUND SCHEMES ETC. DURING THE CALENDAR YEAR AS ON 31ST DECEMBER.....UNDER RULE 14(c).

1. Name and designation:
2. (i) Scale of pay and present pay:
(ii) Emp. No.:
3. Details of each transaction made in shares, securities, debentures, mutual funds scheme etc. during the calendar year.

S.No.	Name of the company	No. of Shares	Acquired by the employee in the name of Self/Spouse/ family members	Cost of acquisition	How Acquired
1	2	3	4	5	6

Note: The information under the columns prescribed above may also be furnished by enclosing Annexures.

4. Particulars of the party/firm with whom transaction is made.
 - (a) Is party related to the employee? -
 - (b) Did the employee have dealings with the party in his official capacity at anytime or is the applicant likely to have any dealings with the employee in the near future? -
5. Source or sources from which financed?

Personal savings -

 - (a) Other sources giving details -

Any other relevant fact which the employee may like to mention

DECLARATION BY THE EMPLOYEE:

I hereby declare that the particulars given above are true.

Place:

Name & Signature:

Date:

Designation:



FORM 1 (A)**DETAILS AND PARTICULARS OF MOVABLE PROPERTY OWNED OR HELD BY AN
EMPLOYEE TO BE SUBMITTED AT THE TIME OF FIRST APPOINTMENT.**

NAME :

DESIGNATION :

ORGANISATION :

DATE OF JOINING :

BASIC PAY :

Sl. No.	Details/Description of movable property and its location	If not in own name, state in whose name held, if any	Relation with the employee	How and When acquired	Value of movable property	Total Annual Income from the Property, if any	Remarks
	1	2	3	4	5	6	7
1							
2.							
3.							

Place:

Signature:

Date :

Designation:

ANNEXURE -III**FORM FOR GIVING INTIMATION UNDER RULE 15(b) OR SEEKING PREVIOUS SANCTION
UNDER RULE 15 (c) FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY**

1. Name and designation :
2. Scale of pay and present Pay :
3. Purpose of application- Sanction for transaction/prior intimation of transaction :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition or disposal of property :
6. Mode of acquisition/disposal :
7. (a) Full details about location, viz. :
Municipal No., Street/Village/Taluk/
District and state in which situated
- (b) Description of the property, in the case :
of cultivable land, Dry or irrigated land
- (c) Whether freehold or leasehold :
- (d) Whether the applicant's interest in :
the property is in full or part (in case of
partial interest, the extent of such
interest must be indicated)
- (e) In case the transaction is not :
Exclusively in the name of the employee
particulars of ownership and
share of each member
8. Sale/purchase price of the property :
(market value in the case of gifts)
9. In case of acquisition, source or sources :
from which financed/proposed to be
financed
- (a) Personal savings :
- (b) Other sources giving details :

10. In the case of disposal of property, :
 was requisite sanction/intimation
 obtained/given for its acquisition?
 (a copy of the sanction/acknowledgement
 to the attached)
- (a) Name and address of the party :
 with whom transaction is proposed to
 be made/has been made
- (b) Is the party related to the applicant? :
 if so, state relationship
- (c) Did the applicant have any dealings :
 with the party in his official capacity
 at any time, or is the applicant likely
 to have any dealings with him in the
 near future ?
- (d) How was the transaction arranged ? :
 (whether through any statutory
 body or a private agency through
 advertisement or through friends
 and relatives. Full particulars to be
 given)
11. In the case of acquisition by gifts, :
 whether sanction is also required under
 Rule 11 of the CONCOR (Conduct) Rules
12. Any other relevant fact which the :
 Applicant may like to mention

DECLARATION :

I, _____, hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I, _____, hereby intimate the proposed acquisition of property by me as detailed above. I declare that the particulars given above are true.

Place :

Signature :

Date :

Designation :

ANNEXURE-IV**FORM FOR GIVING INTIMATION UNDER RULE 15(d) OR SEEKING PREVIOUS SANCTION UNDER
RULE - 15 (c) FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY**

1. Name of the employee :
2. Scale of pay and present Pay :
3. Purpose of application- Sanction for transaction/intimation of transaction :
4. Whether property is being acquired or disposed of :
5. (a) Probable date of acquisition or disposal of property :
(b) If the property is already acquired/ disposed of actual date of transaction :
6. (a) Description of the property (e.g. Car/Scooter/Motor Cycle/Jewellery/Loans/ Insurance Policies etc.) :
(b) Make, model (and also Registration No. in case of vehicles) where necessary :
7. Mode of acquisition/disposal (purchase, sale, gift, mortgage, lease or other wise) :
8. Sale/purchase price of the property (market value in the case of gifts) :
9. In case of acquisition, source(s) from which financed/proposed to be financed :
(a) Personal savings :
(b) Other sources giving details :
10. In the case of disposal of property, was requisite sanction/intimation obtained/ given for its acquisition (a copy of the sanction/acknowledgement to be attached) :
11. (a) Name and address of the party with whom transaction is proposed to be made/ has been made :
(b) Is the party related to the applicant? if so, state relationship :
(c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any :

dealings with him in the near future ?

(d) Nature of official dealings with the party :

(e) How was the transaction arranged? :
(whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)

12. In the case of acquisition by gifts, :
whether sanction is also required under Rule 11 of CONCOR Conduct Rules

13. Any other relevant fact which the :
applicant may like to mention

DECLARATION :

I, _____, hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as declared above from/to the party whose name is mentioned in Sl. No. 11 above.

OR

I, _____, hereby intimate that the acquisition/disposal of property by me as described above. I declare that the particulars given above are true.

Place :

Signature :

Date :

Designation :

NOTE : 1. In the above form, different portions may be used according to requirement.

2. Where previous sanction is asked for the application should be submitted before the proposed date of transaction