



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

CIRCULAR / NOTICE – CLOSURE OF TRADING WINDOW

To : All Directors / KMPs / Designated Employees / Connected Persons<sup>1</sup>  
From : Shri S.R.Krishnan, Compliance Officer / Company Secretary

OIL/SEC/45/ IT  
26.10.2015

1. Kindly take notice that the 'Trading Window (dealing in shares of the Company)' will remain closed from 28.10.2015 to 11.11.2015 in view of the Board Meeting scheduled to be held on 09.11.2015 to approve Q2 Unaudited Financial Results (2015-16).
2. Pursuant to OIL Code of Conduct for Prevention of Insider Trading and SEBI (Prohibition of Insider Trading) Regulations 2015, Directors / KMPs / Designated Persons / Connected Persons shall not deal in any transaction involving purchase or sale of OIL's Shares either in their own name or in the name of their immediate relatives during the Window Closure Period.
3. Any contravention of the above would attract penal actions as per the above regulations.
4. *All Designated Employees<sup>2</sup> / Connected Persons / Directors / KMPs including their immediate relatives are informed not to trade in the shares of OIL during the above period.*
5. In case of any exigency / clarifications, please contact the undersigned.

*SRKrishnan*  
(S. R. Krishnan)  
Company Secretary  
Email : [srkrishnan@oilindia.in](mailto:srkrishnan@oilindia.in)

Note 1 : "Connected Persons" as defined in SEBI (PIT) Regulations, 2015

Note 2 : "Designated Employees" means:

- i. All General Managers and above
- ii. All Heads of the Spheres
- iii. All Executives working in Company Secretary, Public Relations, Planning, Corporate Affairs, Business Development and Finance & Accounts Department
- iv. All Executives working in Secretariat of Chairman & Managing Director , Functional Directors, RCE and Chief Vigilance Officer