

<p><b>कोल इण्डिया लिमिटेड</b>  <b>कंपनी सचिवालय</b>  <b>3 तल्ला, कोर-2, प्रेमिसेस-04-एमआर, प्लॉट-ए</b>  <b>एफ-III, एक्शन एरिया-1A, न्यूटाउन, रजरहट,</b>  <b>कोलकाता-700156, फोन 033-23246426,</b>  <b>ईमेल: comsec2.cil@coalindia.in</b>  <b>वेबसाइट: <a href="http://www.coalindia.in">www.coalindia.in</a></b>  <b>सी आई एन - <a href="http://L23109WB1973GOI028844">L23109WB1973GOI028844</a></b></p>	 <b>एक महारत्न कंपनी</b> <b>A Maharatna</b> <b>Company</b>	<p><b>Coal India Limited</b>  <b>Company Secretariat</b>  <b>Regd. Office: 3rd floor, Core-2</b>  <b>Premises no-04-MAR, Plot no-AF-III,</b>  <b>Action Area-1A, Newtown,</b>  <b>Rajarhat, Kolkata-700156</b>  <b>PHONE; 033-2324-6526,</b>  <b>E-MAIL: comsec2.cil@coalindia.in</b>  <b>WEBSITE: <a href="http://www.coalindia.in">www.coalindia.in</a></b>  <b>CIN- <a href="http://L23109WB1973GOI028844">L23109WB1973GOI028844</a></b></p>
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संदर्भ - सीआईएल/XI(D)/04036(z-4)/2023/

दिनांक 10.01.2023

To,  
Listing Department,  
Bombay Stock Exchange Limited,  
14th Floor, P.J.Towers, Dalal Street,  
Mumbai - 400001  
Scrip Code 533278

To,  
Listing Department,  
National Stock Exchange of India Limited,  
Exchange Plaza, Bandra Kurla Complex,  
Bandra (E), Mumbai - 400051.  
ISIN - INE522F01014

**Sub.: Notice of EGM through Postal Ballot of Coal India Ltd.**

Dear Sir/Madam,

In terms of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed a copy of the Postal Ballot Notice dated January 4, 2023 together with Explanatory Statement. The Company is seeking the approval of the members for the following business as set out in the Postal Ballot Notice dated January 4, 2023 by passing Ordinary Resolution:-

“Appointment of Shri Mukesh Choudhary [DIN: 07532479] as a Whole Time Director to function as Director (Marketing).”

Pursuant to Section 108 & 110 of the Companies Act, 2013 (the "Act"), read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, (including any statutory modification(s) or re-enactment thereof, for the time being in force) and General Circular Nos. 14/2020 dated April 8, 2020 and 17/2020 dated April 13, 2020 read with other relevant circulars, including General Circular No. 11/2022 dated December 28, 2022 issued by the Ministry of Corporate Affairs, Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable laws and regulations, the Company has sent the electronic copies of the Postal Ballot Notice along with the explanatory statement on **Monday, 9<sup>th</sup> January, 2023** to all those Members whose names appear in the Register of Members as on the cut-off date i.e. **Friday, January 6, 2023** and who have registered their e-mail address with the Company. In terms of MCA Circulars, the communication of the assent or dissent of the members would take place only through the remote e-voting system.

The Company has engaged the services of "National Securities Depositories Limited" ("NSDL") for providing remote e-voting facility to all its Members. The cut-off date for determining the entitlement of voting is **Friday, January 6, 2023**. The remote e-voting will commence on **Saturday, January 14, 2023 (9.00 A.M. IST)** and shall end on **Sunday, February 12, 2023 (5.00 P.M. IST)**. The results of postal ballot will be declared on or before **Tuesday, February 14, 2023**.

The Postal Ballot Notice, together with Explanatory Statement is also available on the website of the Company at [www.coalindia.in](http://www.coalindia.in). and website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

This is being sent as per Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Yours faithfully,

BIJAY  
PRAKASH  
H DUBEY

Digitally signed  
by BIJAY  
PRAKASH DUBEY  
Date: 2023.01.10  
10:50:44 +05'30'

B. P. Dubey  
Company Secretary

Encl: As above.



**COAL INDIA LIMITED**

**A Maharatna Company**

**CIN: L23109WB1973GOI028844**

Registered office-Coal Bhawan, Premises No.-04 MAR, Plot No.-AF-III,  
Action Area-1A, New town, Rajarhat, Kolkata-700156

Tel No.-033-23245555

[Email-complianceofficer.cil@coalindia.in](mailto:Email-complianceofficer.cil@coalindia.in) , Website: [www.coalindia.in](http://www.coalindia.in)

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**Notice of Postal Ballot**

**[Pursuant to Section 110 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014]**

Dear Shareholder(s),

Notice of Postal Ballot (**‘Notice’**) is hereby given to the Shareholders of **Coal India Limited** (**‘the Company’**), pursuant to the provisions of Section 108 and Section 110 of the Companies Act, 2013 (**‘the Act’**) read with Companies (Management and Administration) Rules, 2014, as amended from time to time (**‘Rules’**) read with the General Circular Nos. 14/2020 dated April 8, 2020 and 17/2020 dated April 13, 2020 read with other relevant circulars, including General Circular No. 11/2022 dated December 28, 2022 issued by the Ministry of Corporate Affairs (**‘MCA’**) (hereinafter collectively referred to as **‘MCA Circulars’**) and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time (**‘SEBI Listing Regulations’**), Secretarial Standard on General Meetings (**‘SS-2’**) issued by The Institute of Company Secretaries of India and other applicable provisions of the Act, Rules, Circulars and Notifications issued thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force and as amended from time to time), that the Resolution as set out in this Notice is proposed for consideration by the Shareholders of the Company for passing as an Ordinary Resolution by means of Postal Ballot by way of voting through electronic means (**‘remote e-Voting’**). The Company has engaged the services of National Securities Depository Limited (NSDL) as the agency to provide remote e-Voting facility to the Shareholders of the Company. In view of the above, please note that the physical copies of the Notice along with the Postal Ballot Forms and pre-paid business reply envelopes are not being sent to the Shareholders.

In compliance with the aforesaid MCA Circulars, this Notice is being sent only through electronic mode to those Shareholders whose email IDs are registered with the Company/Depositories/Registrar and Share Transfer Agent (**‘RTA’**). If Shareholder’s email ID is not registered with the Company/Depositories/RTA, please follow the process provided in the notes to receive this Notice as well as login ID and password for participating in the remote e-Voting. The communication of the assent or dissent of the Shareholders would only take place through the remote e-Voting.

The statement pursuant to section 102(1) and other applicable provisions of the Act read with the Rules pertaining to the Resolution setting out the material facts and the reasons thereof is appended to this Notice. The Board of Directors of the Company has, in compliance with the Rules, appointed CS. Rakhi Dasgupta, M/s. Rakhi Dasgupta & Associates, (CP-20354) Practicing Company Secretary, as Scrutinizer for conducting this Postal Ballot process

through remote e-Voting, in a fair and transparent manner and they have communicated their willingness to be appointed for the said purpose. The Scrutinizer's decision on the validity of the Postal Ballot shall be final.

In accordance with the MCA Circulars, Shareholders can vote only through the remote e-Voting process. Accordingly, the Company is pleased to offer remote e-Voting facility to all its Shareholders to cast their votes electronically. Shareholders are requested to read the instructions under the section, General information and instructions relating to e-Voting in this Notice to cast their votes electronically from their respective locations. Shareholders are requested to cast their votes through the remote e-Voting process not later than **Sunday, the 12<sup>th</sup> February, 2023 till 5.00 P.M.(IST)** failing which it will be strictly considered that no vote has been received from the concerned Shareholder.

Upon completion of the votes cast through remote e-Voting, the Scrutinizer shall submit her report to Chairman or any person authorized by him. The results of the Postal Ballot conducted through remote e-voting process along with the Scrutinizer's Report shall be announced on or before **14<sup>th</sup> February, 2023** at the Registered Office of the Company at Coal Bhawan, Premises No.-04 MAR, Plot No.-AF-III, Action Area-1A, New town, Rajarhat, Kolkata-700156. The results along with the Scrutinizer's Report shall also be intimated to the National Stock Exchange of India Limited ('NSE') and BSE Limited ('BSE') (hereinafter collectively referred to as 'Stock Exchanges') where the Equity Shares of the Company are listed and will also be displayed on the Company's website at [www.coalindia.in](http://www.coalindia.in) as well as on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) The last date for e-Voting i.e. **12<sup>th</sup> February, 2023** shall be deemed to be the effective date of passing of the Resolution as per SS-2.

## **SPECIAL BUSINESS**

### **Item-1**

To consider and, if thought fit, to pass the following resolution as an **Ordinary Resolution** with or without modification(s):

**"RESOLVED THAT** pursuant to the provisions of Sections 152 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force), Regulation 17 (1C) of SEBI (LODR), 2015 as amended in SEBI (Listing Obligations and Disclosure Requirements) and provisions of any other guidelines issued by relevant authorities, Shri Mukesh Choudhary [DIN: 07532479], who was appointed by the Board of Directors as an Additional Director to function as Director (Marketing) of the Company with effect from 23<sup>rd</sup> December' 2022 (A/N) in terms of Section 161(1) of Companies Act, 2013. In respect of him the Company has received a notice in writing from a Member under Section 160(1) of the Companies Act, 2013 proposing his candidature for the office of the Director, be and is hereby appointed as a Whole time Director to function as Director (Marketing) of the Company w.e.f. 23<sup>rd</sup> December' 2022 for a period of 5 (five) years or until further orders, in terms of Ministry of Coal letter no 21/27/2021-ESTABLISHMENT dated 22<sup>nd</sup> Nov'2022. He shall be liable to retire by rotation.

**By order of the Board of Directors  
For Coal India Limited**

**Sd/-  
(B. P. Dubey)  
Company Secretary**

**Date : 4<sup>th</sup> January, 2023**  
**Registered Office:**  
**CIN: L23109WB1973GOI028844**  
**Coal Bhawan, Premises No-04 MAR,**  
**Plot No-AF-III, Action Area-1A,**  
**New town, Rajarhat, Kolkata-700156**  
**Email-complianceofficer.cil@coalindia.in**  
**Website: [www.coalindia.in](http://www.coalindia.in)**

**Notes:**

1. The Statement pursuant to Section 102 of the Act read with Regulation 36 of the SEBI Listing Regulations, and SS-2 which sets out details relating to Special Business mentioned in the Notice is annexed herewith and forms a part of this Notice.
2. As per the MCA Circulars, physical copies of this Notice, Postal Ballot forms and pre-paid Business Reply Envelopes are not being sent to Shareholders. Shareholders are requested to provide their assent or dissent through remote e- Voting only.
3. For the purpose of providing remote e-Voting facility, the Company has entered into an arrangement with **NSDL** for facilitating e-Voting to enable the Shareholders to cast their votes electronically.
4. Shareholders may please note that this Notice will also be available on the Company's website at [www.coalindia.in](http://www.coalindia.in), websites of the Stock Exchanges at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). All documents referred to in this Notice will be available for inspection electronically until the last date of e-Voting. Shareholders seeking to inspect such documents can send an email to [complianceofficer.cil@coalindia.in](mailto:complianceofficer.cil@coalindia.in)
5. Emailing of the Notice and the Explanatory Statement shall be announced through an advertisement published in one Regional Newspaper, widely circulated in Kolkata in vernacular language i.e. Bengali and one in English language in English Newspaper having country wide- circulation and shall be hosted on the Company's website at [www.coalindia.in](http://www.coalindia.in). The said public notice shall also mention the process for registration of email IDs by those Shareholders who have not yet registered their email IDs with the Company.
6. In compliance with the MCA Circulars, the Notice is being sent by electronic mode to those Shareholders whose names appear in the Register of Members / Beneficial Owners as received from Depositories as on **Friday the 6<sup>th</sup> January, 2023** i.e. ('**Cut-off date**') and whose email IDs are registered with the Company / RTA. A person who is not a Shareholder as on the Cut- off date should treat this Notice for information purpose only.
7. In accordance with the MCA Circulars, the Company has made necessary arrangements for the Members to register their e-mail address. (i) Member who have not registered their email address are requested to register the same with the Depository Participant(s) where they maintain their demat accounts, if the shares are held in electronic form, and (ii) Members holding shares in physical mode, who have not registered / updated their

e-mail address with the Company, are requested to register / update their e-mail address by submitting Form ISR-1 (available on the website of the Company at [www.coalindia.in](http://www.coalindia.in)) duly filled and signed along with requisite supporting documents to Registrar & Share Transfer Agent (RTA)-M/s. Alankit Assignments Limited at Alankit House, 4E/2 Jhandewalan Extension, New Delhi - 110055, India.

8. Further, the Shareholders whose names appear in the Register of Members/ List of Beneficial Owners as on Cut-off date, are entitled to vote on the Resolution set forth in this Notice in proportion to his/her/its shareholding in the paid-up equity share capital of the Company as on the Cut-off date.
9. The e-Voting period shall commence from **9.00 A.M (I.S.T.) on Saturday, the 14<sup>th</sup> January, 2023** and will end at **5.00 P.M (I.S.T.) on Sunday, the 12<sup>th</sup> February, 2023 (both days inclusive)**. The e-Voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Shareholder, the Shareholder shall not be allowed to change it subsequently.
10. Institutional / Corporate Shareholders (i.e. other than individuals / HUF, NRI, etc.) are required to send a scanned copy (PDF/JPG Format) of its Board or governing body Resolution/Authorization etc., authorizing its representative to vote through remote e-voting. The said Resolution/Authorization shall be sent to [csrakhidasgupta@gmail.com](mailto:csrakhidasgupta@gmail.com), Scrutinizer through your registered email address with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
11. A Shareholder cannot exercise his/her vote by proxy on Postal Ballot.
12. Any query in relation to the Resolution proposed to be passed by this Postal Ballot or for any query / grievance with respect to e-Voting may be addressed to Ms. Pallavi Mhatre, Senior Manager, NSDL, Contact No. : 1800 1020 990 and 1800 22 44 30, Email Id : [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in); [pallavid@nsdl.co.in](mailto:pallavid@nsdl.co.in); Postal Address : NSDL, Trade World, A wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai – 400013.
13. It is clarified that if a Shareholder fails to provide or update relevant email ID to the Company/RTA or to the DP, as the case may be, the Company will not be in default for not delivering the Notice via email. The availability of this Notice on the Company's website at [www.coalindia.in](http://www.coalindia.in) and on the website of the Stock Exchanges shall be deemed to be the issuance of this Notice to all the Shareholders whose email IDs are not registered with the Company.
14. The term 'Shareholders' has been used to denote the Members of the Company.

## **How do I vote electronically using NSDL e-Voting system?**

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

### **Step 1: Access to NSDL e-Voting system**




A) Login method for e-Voting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

<b>Type of shareholders</b>	<b>Login Method</b>
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"><li data-bbox="549 824 1433 1332">1. Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “<b>Beneficial Owner</b>” icon under “<b>Login</b>” which is available under ‘<b>IDeAS</b>’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li><li data-bbox="549 1377 1433 1541">2. If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li><li data-bbox="549 1585 1433 2056">3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and</li></ol>



	<p>you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</p> <div style="text-align: center;"> <p><b>NSDL Mobile App is available on</b></p>  <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div> </div>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> <li>1. Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e. NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. <b>NSDL</b> where the e-Voting is in progress.</li> </ol>
<p>Individual Shareholders (holding securities in demat mode) login through their depository participants</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use



Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

<b>Login type</b>	<b>Helpdesk details</b>
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022-23058738 or 022-23058542-43

**B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.**

**How to Log-in to NSDL e-Voting website?**

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.  
*Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.*
4. Your User ID details are given below :

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID  For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID  For example if your Beneficiary ID is 12***** then your user ID is 12*****

c) For Members holding shares in Physical Form.	<p>EVEN Number followed by Folio Number registered with the company</p> <p>For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***</p>
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5. Password details for shareholders other than Individual shareholders are given below:
  - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
  - c) How to retrieve your ‘initial password’?
    - (i) If your email ID is registered in your demat account or with the company, your ‘initial password’ is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your ‘User ID’ and your ‘initial password’.
    - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**
6. If you are unable to retrieve or have not received the “ Initial password” or have forgotten your password:
  - a) Click on “Forgot User Details/Password?”(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - b) Physical User Reset Password?” (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
8. Now, you will have to click on “Login” button.
9. After you click on the “Login” button, Home page of e-Voting will open.

## **Step 2: Cast your vote electronically on NSDL e-Voting system.**

### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle.
2. Select “EVEN” of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

### **General Guidelines for shareholders**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [csrakhidasgupta@gmail.com](mailto:csrakhidasgupta@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “[Forgot User Details/Password?](#)” or “[Physical User Reset Password?](#)” option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request to Ms. Pallavi Mhatre at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

**Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:**

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to [rta@alankit.com](mailto:rta@alankit.com)
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to [rta@alankit.com](mailto:rta@alankit.com). If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. Login method for e-Voting for Individual shareholders holding securities in demat mode.
3. Alternatively shareholder/members may send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

## **STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 READ WITH SECTION 110 OF THE COMPANIES ACT, 2013**

The following Statement sets out all material facts relating to Special Business mentioned in the accompanying Notice:

### **Item No.: 1**

Ministry of Coal vide its letter No.21/27/2021-ESTABLISHMENT dated 22<sup>nd</sup> November' 2022 has appointed Shri Mukesh Choudhary as Director (Marketing) of Coal India Limited. He has assumed the charge of Director (Marketing), CIL w.e.f. 23<sup>rd</sup> December' 2022.

Section 152 (2) of the Companies Act 2013 stipulates that every Director shall be appointed by the company in a general meeting. However, Section 161(1) of the Companies Act gives power to the Board of Directors to appoint an Additional Director who shall hold office upto the date of next Annual General Meeting or the last date on which the Annual General Meeting should have been held whichever is earlier. However, Regulation 17(1C) of LODR 2015 stipulates that approval of shareholders for appointment of a person on the Board is to be taken at the next AGM or within 3 months from the date of appointment whichever is earlier.

Nomination & Remuneration Committee (NRC) via Circular resolution dated 26<sup>th</sup> December' 2022 has recommended his appointment as Director (Marketing).

Further CIL at its 448<sup>th</sup> Board meeting held on 4<sup>th</sup> January, 2023 has approved his appointment as an Additional Director to function as a Director (Marketing).

The Company has received a notice in writing under the provisions of Section 160 of the Companies Act, 2013 as amended, from a member proposing the candidature of Shri Mukesh Choudhary as a director, to be appointed under the provisions of Section 152 of the Companies Act, 2013. The Company has received from him (i) consent in writing to act as director in Form DIR 2 pursuant to Rule 8 of Companies (Appointment & Qualification of Directors) Rules 2014, (ii) intimation in Form DIR 8 in terms of Companies (Appointment & Qualification of Directors) Rules,2014, to the effect that he is not disqualified under sub section (2) of Section 164 of the Companies Act, 2013 and that he is not debarred by SEBI or any other authority from being appointed or continuing as a Director of a company. The approval of members is sought for the appointment of Shri Mukesh Choudhary as a Whole Time Director to function as Director (Marketing) of the Company from 23<sup>rd</sup> December' 2022 for a period of 5 (five) years or until further orders whichever is earlier in terms of Ministry of Coal letter no 21/27/2021-ESTABLISHMENT dated 22<sup>nd</sup> Nov' 2022. He is liable to retire by rotation.

The Board of Directors at its 448<sup>th</sup> meeting held on 4<sup>th</sup> January, 2023 recommended the resolution in respect of appointment of Shri Mukesh Choudhary as Director (Marketing), CIL for the approval of the members.

No Director, Key managerial personnel or their relatives, except Shri Mukesh Choudhary to whom the resolution relates, is interested or concerned financially or otherwise in the resolution.

### **a) Brief Resume:**

Shri Mukesh Choudhary took over as Director (Marketing) of the company on and from 23<sup>rd</sup> December 2022(A/N). Prior to taking up the reins of CIL marketing division's top slot, he

was Deputy Director General, Department of Defence Production, Ministry of Defence. An Officer of Indian Ordnance Factory Services (IOFS) 1996 batch, Shri Choudhary is a Mechanical Engineering (Honours) graduate from Engineering College Kota. He also holds Master of Financial Analysis (MFA) degree and MBA degree. Importantly for CIL, Shri Choudhary is well versed in the finer nuances of country's coal demand supply chain and of CIL's marketing system on the back of his six and half year exposure as Director (Coal Production and Despatch) in the Ministry of Coal where his functions included monitoring coal supplies, transport logistics and marketing policies. He also served on the Boards of government-owned coal companies – Mahanadi Coalfields Ltd., South Eastern Coalfields Ltd., NLC Tamilnadu Power Ltd., Northern Coalfields Ltd., Singareni Colliery Co. Ltd., Central Mine Planning & Design Institute Ltd. and Central Coalfields Ltd. At a time when CIL's coal supplies have peaked to record high levels, especially to the major coal-consuming power sector, and coal demand is expected to shoot up, spurred by the increased electricity generation in the country, Shri Choudhary's experience will help in tackling the challenging issues.

**b) Nature of expertise in specific functional areas;**

Shri Mukesh Choudhary is well versed in the finer nuances of country's coal demand supply chain and of CIL's marketing system on the back of his six and half year exposure as Director (Coal Production and Despatch) in the Ministry of Coal where his functions included monitoring coal supplies, transport logistics and marketing policies. He also served on the Boards of government-owned coal companies – Mahanadi Coalfields Ltd., South Eastern Coalfields Ltd., NLC Tamilnadu Power Ltd., Northern Coalfields Ltd., Singareni Colliery Co. Ltd., Central Mine Planning & Design Institute Ltd. and Central Coalfields Ltd.

**c) Disclosure of relationships between directors**

He is not related to any other Director of CIL

**d) Names of listed entities in which he also holds the directorship and the membership of Committees of the board along with listed entities from which the person has resigned in the past three years - Nil**

**Memberships / Chairmanships in Committees: Nil**

Listed entities from which Shri Mukesh Choudhary has resigned in the past three years: Not Applicable.

**By order of the Board of Directors  
For Coal India Limited  
Sd/-  
(B P Dubey)  
Company Secretary**

**Date : 4<sup>th</sup> January, 2023**

**Registered Office:**

**CIN: L23109WB1973GOI028844**

**Coal Bhawan, Premises No-04 MAR,**

**Plot No-AF-III, Action Area-1A,**

**New town, Rajarhat, Kolkata-700156**

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**Website: [www.coalindia.in](http://www.coalindia.in)**