

INDIA TOURISM DEVELOPMENT CORPORATION LTD

Ref: SEC:208

Dated: 9th April 2013

OFFICE ORDER

Subject: Sub-delegation of powers to Shri P.T. Murali, AM-Incharge Chennai Office

In supersession of Office Order of even number dated the 7th January 2013 authorising Shri P.T. Murali to exercise powers as sub-delegated vide Office Order No. SEC:208 dated the 12th June 2006 and in exercise of the powers delegated to him by the Board of Directors, Vice Chairman & Managing Director is pleased to sub-delegate fresh powers to Shri P.T. Murali, AM(AITD), Chennai, with immediate effect and until further orders, as set forth in the enclosed Schedule of Powers.

2 The powers given in the attached Schedule shall be exercised by Shri P.T. Murali within his own administrative and financial jurisdiction keeping in view the general financial principles, such as economy, prudential management, sanction of Competent Authority, availability of budget provision, etc.

3 In case of any doubt as to the interpretation of sub-delegation of powers, the decision of the VC&MD shall be final.


(V.K. Jain)

Company Secretary

Distribution:

- (1) Director(C&M) / CVO
- (2) VP(F&A)
- (3) All Corporate GMs
- (4) OSD to VC&MD
- (5) RM(South)
- (6) Shri P.T. Murali, AM(AITD), Chennai – a copy of DOP is enclosed.
- (7) (OL) / (IT) Divisions

INDIA TOURISM DEVELOPMENT CORPORATION LTD

Schedule of Powers annexed to Office Order No. SEC:208
dated 9th April 2013 - Sub-delegation of Powers to
Shri P.T. Murali, AM-Incharge Chennai Office

Entry No.	Nature of Power	Extent of power and general conditions, if any
6.11	<p style="text-align: center;"><u>SECTION-I</u> <u>ADMINISTRATION</u></p> <p><u>Transfer, Joining Duty, Travelling Allowance, Handing Over charge etc.</u></p> <p>Power of a Controlling Officer in respect of TA bills of staff.</p>	Full in respect of staff working under him including local journeys on official work.
9.1	<p><u>Leave</u></p> <p>Power to grant leave to employees of the Corporation in accordance with the rules of the Corporation.</p>	Full, sofar as casual/restricted leave is concerned, in respect of staff working under him,.
15.20	<p style="text-align: center;"><u>SECTION III</u> <u>WORKS/PROJECTS/BUSINESS</u></p> <p>Power to award contracts of loading, clearance, unloading, handling transport etc.</p>	Full for incurring incidental to import of various items. These include freight, clearance charges (including grant of advance on rates approved by Hqrs) insurance and other expenses relating to dispatches, packing forwarding of material / consignments subject to competitive quotations being obtained where the charges of freight clearance etc exceed Rs 1000/- This condition will not apply in case of freight paid to Railways or Airlines.
16.9	<p style="text-align: center;"><u>SECTION IV</u> <u>MISCELLANEOUS</u></p> <p>Power to incur expenditure on gift items up to Rs 10,000/- on each occasion.</p>	Upto Rs 100/- per item subject to a limit of Rs 1000/- per annum. Particulars of gifts made will be submitted to Hqrs.

SECTION VII
CONTINGENCIES

19.1	Power to sanction expenditure on ceremonial occasions.	Upto Rs 500/- on any one occasion subject to a limit of Rs 2000/- per annum and budget provision.
19.4	Power to sanction: d) Printing of stationery. f) establishment charges.	Full subject to budget provision. Full. Establishment charges such as payment of postal expenses, office stationery, taxes & insurance premium, POL, in respect of transport vehicles and misc., expenditure on maintenance and repairs of office equipment and machinery.
19.5	Contingent expenses	Upto Rs 500/- per month in respect of miscellaneous items not covered elsewhere.