



INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref: SEC/208/03

Dated: 1st April 2015

OFFICE ORDER

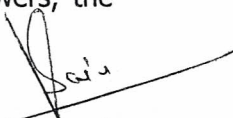
Subject: Sub-delegation of Powers to Regional Managers

In exercise of the powers delegated to him by the Board of Directors and in supersession of Office Order dated 24.10.2014 in this regard, the Chairman & MD is pleased to sub-delegate, with immediate effect, the administrative and financial powers to Regional Managers, as set-forth in the enclosed schedule of powers.

2. The powers given in the attached schedule shall be exercised by him within his own administrative and financial jurisdiction keeping in view the following:

- (a) Powers delegated to the Chairman & Managing Director by the Board of Directors; and
- (b) 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 Managing Director shall be final.


(V.K. Jain)
Company Secretary

Distribution:

1. Director (Fin) / CVO
2. VP(F&A)
3. All HoDs
4. All Regional Managers
5. OSD to C&MD
6. Manager(OL)
7. AM(IT)

INDIA TOURISM DEVELOPMENT CORPORATION LTD

Schedule of Powers annexed to Office Order No. SEC:208
dated 1st April 2015 regarding
Sub-delegation of Powers to Regional Managers

| Entry No. | Nature of Power | Extent of power and general conditions, if any |
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| | <u>SECTION-I</u> <u>ADMINISTRATION</u> | |
| 6.9 | <u>Transfer, Joining Duty, Travelling Allowance, Handing Over charge etc.</u> Power to grant advance of TA on transfer including other advances as admissible on transfer. | Full in respect of staff working under him. |
| 6.11 | Power of a Controlling Officer in respect of his own TA bills and in respect of TA of officers and staff. | Full in respect of officers and staff working under him including local journeys on official work. |
| 7.1 | <u>Discipline</u> Power to suspend, punish, terminate, remove, retrench or dismiss any employee of the Corporation in accordance with the terms of his/her appointment or for good and sufficient reasons in accordance with the ITDC Conduct, Discipline & Appeal Rules as amended from time to time or the Standing Orders as applicable to the units. | In respect of posts carrying scale of pay below Rs 16400-40500 (i.e. non-executives). |
| 8.1 | <u>Resignation</u> Power to accept resignation in respect of officers/employees of the Corporation. | In respect of posts carrying scale of pay below Rs 16400-40500 (i.e. non-executives) in consultation with HRM and Vigilance Divisions. |
| 9.1 | <u>Leave</u> Power to grant leave to employees of the Corporation (including LTC | Full, in respect of officers and staff working under him including Leave |

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| 9.2 | and leave encashment) in accordance with the rules of the Corporation. Power to grant permission to affix and suffix holidays with leave and/or joining time. | Travel Concession and Leave Encashment in accordance with the rules. Full in respect of officers and staff working under him. Leave includes all kinds of leave admissible under the rules. |
| 10.5 | <u>Promotion</u> Power to grant normal and additional increments. | Full in respect of grant of normal increment only. |
| 11.3 | <u>Allowances, Advances and other benefits to employees</u> Power to grant advances to employees for purchase of conveyance in accordance with the ITDC Advances (Grant & Recovery) Rules, as amended from time to time. | Full in respect of staff working under him for the purchase of two-wheeler, subject to budget provision. |
| 11.5 | Power to grant salary advance in accordance with the ITDC Advances (Grant & Recovery) Rules, as amended from time to time. | Full. |
| 11.6 | Power to grant Festival Advance in accordance with the ITDC Advances (Grant & Recovery) Rules, as amended from time to time. | Full. |
| 11.11 | Power to reimburse employees of the Corporation, medical expenses and frame the ITDC Medical Attendance Rules therefor and make amendments therein from time to time. | Full in respect of reimbursement of medical expenses as per ITDC Medical Attendance Rules. |
| 15.28(b) | <u>SECTION-III</u> <u>WORKS/PROJECTS/BUSINESS</u> Power to sell/dispose off surplus stores, stocks etc | Upto Rs 20,000/- (Book Value) at a time in respect of stores declared surplus subject to following the |

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| | | prescribed procedure and with the concurrence of Finance. A report on each disposal shall be submitted to the Headquarters. |
| 15.30 | Power to incur expenditure on repairs and maintenance of roads, buildings, furniture, office equipments, plant and machinery, vehicles and other property/assets of the Corporation. | Upto Rs 5,000/- per case falling within his jurisdiction, subject to budget provision and concurrence by Finance. |
| 15.31 | Power to sanction: (a) Purchase of books and periodicals (b) Printing of stationery (c) Advertisement charges (d) Postage/Telephone and other communication expenses (e) Establishment and other office expenses | (a) Upto Rs 5000/- per annum and Rs 1000/- per case, subject to budget provision. (b) Full, subject to budget provision. (c) Full in respect of publicity and advertisements, subject to budget provision and general guidelines issued from Hqrs. (d) Full. (e) Full. Establishment charges include office stationery, taxes and insurance premium, POL in respect of transport vehicles etc. |
| 15.37 | Power to sanction expenditure on entertainment and business promotion expenses. | Full subject to general instructions issued by Headquarters, budget provision and informing Finance. |
| 15.43 | Power to insure loss or damage by fire or otherwise for such period and to such extent as the Chairman & Managing Director may think proper, all or any part of the goods, stores, products and other moveable/immovable property of the company either separately or co-jointly. Also to ensure all or any portion of the goods, products or other articles imported or exported by the company and to sell/assign, surrender or discontinue any policies of insurance effected in pursuance of this power. | Full as per the prescribed policy and with the concurrence of Corporate Finance. |
| | <u>SECTION-IV</u> <u>PURCHASE</u> | |
| | Power to sanction purchase of : | |

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| 16.2 | c) Stores and spares. l) Any other moveable or immoveable capital assets/property | Up to Rs 10,000/- in each case in respect of stores and spares for vehicles under his charge and in respect of other capital items for other units falling within his jurisdiction, from authorised sources subject to adherence of Purchase Procedure through bidding only, budget provision and general instructions issued by corporate office from time to time. |
| 16.6 | Power to accept tenders when open tenders are invited. | As per the recommendations of the Committee constituted for the purpose. |
| 16.12 | Power to make emergent purchases on any one item/occasion. | Upto Rs 1,000/- in each case for miscellaneous stores only subject to maximum of Rs 10,000/- per annum, budget provisions and adherence to Purchase Procedure. |
| | <u>SECTION -V</u> <u>SALES AND SERVICES</u> | |
| 17.2 | Power to grant concessions/ discounts to clients/customers/ employees. | As per Discounting Policy promulgated by the Headquarters. |
| 17.3 | Power to sanction commission to Travel Agents. | As per Policy prescribed by the Headquarters from time to time. Any special arrangements made with the travel agents should be with the approval of HOD. |
| 17.4 | Power to deal with 'on the spot' disputes of customers in settling their accounts. | Full. A report should be sent to Hqrs, when amounts more than Rs 100/- are foregone in any case. |
| | <u>SECTION- VI</u> <u>MISC & CONTINGENCIES</u> | |
| 18.1 | Power to incur expenditure on gift items. | Upto Rs 1000/- per item subject to a limit of Rs 10,000/- per annum. Particulars of gifts made will be submitted to Headquarters and the Vigilance Division. |
| 18.6 | Contingent expenses. | Upto Rs 1,000/- per month in respect of miscellaneous items not covered elsewhere. |