

**INDIA TOURISM DEVELOPMENT CORPORATION LTD**

Ref. SEC:182(ATT)

Dated: 8<sup>th</sup> November 2012

**OFFICE ORDER**

Subject: Sub-delegation of Powers to executive level Manager of ATT Units

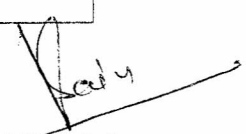
Attention is invited to Entry No. 15.18 contained in the Schedule of Powers to executive level Manager of ATT Units (circulated vide Order of even number dated the 7<sup>th</sup> September 1990) wherein the power to incur expenditure on maintenance and repairs to roads, buildings, plant & machinery, vehicles....., is sub-delegated as under:

Entry No./Nature of Power	Extent of Power	General condition, if any
15.18 Power to incur expenditure on maintenance and repairs to roads, buildings, plant and machinery, vehicles and other property of the Corporation.	Full.  Upto Rs 1,000/- per month per Ambassador car and upto Rs 3,000/- per month per Mercedes Benz car/coach.	In respect of preventive maintenance of ATT vehicles and subject to norms and budget provision.  In respect of repairs either departmentally or from approved garages as per norms and budget provision.

2 The Extent of Power has since been reviewed and it has been decided to amend the same by enhancing the Power so far as expenditure on repairs is concerned. Accordingly, the 'Extent of Power' in respect of Entry No. 15.18 stands amended, as under:

Entry No./Nature of Power	Extent of Power	General condition, if any
15.18 Power to incur expenditure on maintenance and repairs to roads, buildings, plant and machinery, vehicles and other property of the Corporation.	Full.  Upto Rs 5,000/- per month per vehicle/coach.	In respect of preventive maintenance of ATT vehicles and subject to norms and budget provision.  In respect of repairs either departmentally or from approved garages as per norms and budget provision.

3. This issues with the approval of the Vice Chairman & MD.

  
(V.K. Jain)  
Company Secretary

**Distribution:**

- 1 D(C&M)
- 2 CVO
- 3 All VPs
- 4 GM(ATT)
- 5 OSD to VC&MD

INDIA TOURISM DEVELOPMENT CORPORATION LTD.  
Scope Complex, Core -8, 7-Lodhi Road, New Delhi-3

SEC: 182(ATT)

Date : 7.9.90

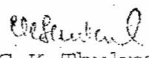
OFFICE ORDER

Sub : Sub-delegation of powers to executive level  
Manager of ATT units.

In exercise of the powers delegated to him by the Board of Directors, the C&MD is pleased to sub-delegate with immediate effect the administrative and financial powers to executive level Managers of ATT units as set forth in the attached schedule.

2. The powers shall be exercised keeping in view the following :-

- 1) provisions contained in the Memorandum and Articles of Association of the Corporation;
  - 2) powers delegated to the Chairman-cum-Managing Director by the Board of Directors; and
  - 3) general financial principles, such as economy, prudential management, sanction of competent authority, availability of budget provisions etc.
3. All financial powers shall be exercised with the concurrence of the F&A executive attached to the unit/Regional office. All personnel matters shall be dealt with in consultation with Personnel Executive in the Unit/Regional office.
4. The Non-executive level unit in-charge of ATT units shall continue to exercise powers as sub-delegated to them vide Office Order No. SEC:208 dt. 2.9.82; SEC:102 dt. 21.4.82 and T/Admn/12/Hqrs dt. 29.8.83.

  
(Smt. C.K. Thukral)  
Company Secretary

Distribution

1. Manager- all ATT Units
2. Regional Managers
3. All Sr. VPs/ED(V)
4. VP(ATT)/VP(CP)/VP(IR&A)
5. GM(IA)
6. Dy Secretary
7. EA to C&MD

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Schedule annexed to Office Order No. SEC: 182(ATT) dated 7.9.90  
regarding sub-delegation of powers to executive level Managers  
of ATT Units

Entry No.	Nature of power	Extent of power	General conditions, if any
1	2	3	4
<u>SECTION I</u> <u>ADMINISTRATION</u>			
6.	<u>Transfer, Joining duty, Travelling Allowance, Handing over charge etc.</u>		
6.11	Power of a Controlling Officer in respect of his own TA bills and in respect of TA of officers and staff.	Full	i) In respect of his own and staff working under him including local journeys on official work. ii) A monthly statement of conveyance charge reimbursed during the month shall be submitted to Hqrs. iii) In respect of his own outstation journeys, prior approval of HOD shall be obtained.
9.	<u>Leave</u>		
9.1	Power to grant leave to employees of the Corporation in accordance with the rules of the Corporation.	Full	In respect of staff working under him including Leave Travel Concession and Leave Encashment in accordance with the rules.
9.2	Power to grant permission to affix and suffix holidays with leave and/or joining time.	Full	In respect of staff working under him.
10.	<u>Promotion</u>		
10.4	Power to grant normal and additional increments.	Full	In respect of normal increments to staff working under him.

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...2/-

1	2	3	4
<u>11. Allowances and Advances</u>			
11.2	Power to grant advance to employees for purchase of conveyance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full	In respect of staff working under him for the purchase of bicycles only and within budgetary limits.
11.5	Power to grant overtime wages to employees of the Corporation in accordance with the rules of the Corporation.	Full	i) In respect of staff working under him including Drivers subject to general instructions issued in this regard and regulations. ii) A monthly statement to be submitted to the Hqrs.
11.6	Power to grant festival advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full	In respect of staff working under him.
11.11	Power to grant salary advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full	In respect of staff working under him.
<u>12. Administration-General</u>			
12.12	Power to open and operate the bank account of the Corporation, and draw, accept, endorse and negotiate cheques, drafts, promissory notes and other negotiable instruments.	Full	In case of Bank Accounts opened for their respective units and which they have been authorised to operate.
<u>SECTION III</u> <u>WORKS/PROJECTS/BUSINESS</u>			
15.17	Power to sell surplus stores stocks etc.	Upto Rs 5,000/- at a time.	i) In respect of stores declared surplus subject to following prescribed procedure and with the concurrence of Finance. ii) A report on each disposal shall be submitted to Hqrs.

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...3/-

1	2	3	4
15.18	Power to incur expenditure on maintenance and repairs to roads buildings, plant and machinery, vehicles and other property of the Corporation.	Full  Upto Rs 1,000/- per month per Ambassador car and upto Rs 3,000/- per month per Mercedes Benz car/coach.	In respect of preventive maintenance of ATT vehicles and subject to norms and budget provision.  In respect of repairs either departmentally or from approved garages as per norms and budget provision.
<u>SECTION IV</u> <u>MISCELLANEOUS</u>			
16.10	Power to sanction expenditure on entertainment subject to limits laid down in the rules applicable from time to time.	Full	Within the budget allotted to the unit and subject to authorisation and general instructions from Hqrs.
<u>SECTION V</u> <u>PURCHASE</u>			
17.1	Power to sanction purchase of stores & spares,	Full	In respect of ATT vehicles from authorised sources and adherence to purchase procedure.
<u>SECTION VI</u> <u>SALES AND SERVICES</u>			
18.2	Power to grant concessions to clients/customers/employees.	Upto 10% in individual case and upto 20% on bulk business	Report on the grant of 20% discount to be submitted to Hqrs every month.
18.3	Power to sanction commission to travel agents.	Full	As per trade practice.

1	2	3	4
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SECTION VII  
CONTINGENCIES

19.4 Power to sanction establishment charges Full

i) Subject to budget provision and general instructions issued from Hqrs.

ii) This includes payment of electric bills, telephone bills, rent, rates, taxes, insurance etc; purchase of office stationery, expenditure on POL, uniform, washing allowances etc.

19.5 Contingent expenses Upto Rs 250/- in each case.

i) In respect of miscellaneous items not covered elsewhere.

ii) Report to be submitted to Hqrs for each payment made under this Head.

*C K Thukral*  
(Smt. C K Thukral)  
Company Secretary