

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Schedule of Powers annexed to Office Order No. SEC:182(Dir) dated 21.12.1994 regarding sub-delegation of powers to Director(Finance) and Director(Commercial & Marketing)

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)

**SECTION I**

<b><u>ADMINISTRATION</u></b>			
<b>1.</b>	<b><u>Creation and abolition of posts</u></b>		
1.1	Power to create posts.	FULL in respect of posts carrying approved pay scales, the maximum of which does not exceed Rs 4500-5700.	FULL in respect of posts carrying approved pay scales, the maximum of which does not exceed Rs 4500-5700 in consultation with Director (Finance).
1.2	Power to abolish posts created under his powers.	FULL	FULL
1.3	Power to redesignate, upgrade and downgrade any post according to requirements.	FULL	FULL
<b>2.</b>	<b><u>Recruitment</u></b>		
2.1	Power to make recruitment and selection to posts in accordance with the ITDC Recruitment, Promotion & Seniority Rules.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.
2.2	Power to constitute Selection Committees for appointments to various posts.	FULL in respect of posts he is competent to make appointment in accordance with the ITDC Recruitment, Promotion & Seniority Rules.	FULL in respect of posts he is competent to make appointment in accordance with the ITDC Recruitment, Promotion & Seniority Rules.
2.3	Power to fix pay on initial appointment in respect of staff which the Managing Director is authorised to appoint.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700 on recommendation of Selection Committee. C&MD to be consulted for fixing pay involving more than 5 increments.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700 on recommendation of Selection Committee. D(F)/C&MD to be consulted in case of more than 5 increments.

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
2.4	Power to accept Medical Certificate produced by the candidates selected for appointment under the Corporation from Medical Authority other than the Corporation's Medical Officer.	FULL.	FULL.
2.5	Power to grant travelling allowance on initial appointment.	FULL.	FULL.
2.6	Power to grant TA to persons called for interview test.	-do-	-do-
2.7	Power to alter date of birth in the service records of individual employee.	FULL, subject to production of satisfactory evidence by the employee concerned.	FULL, subject to production of satisfactory evidence by the employee concerned.
2.8	Power to accept declaration of Home Town for Leave Travel Concession etc on initial appointment or alteration at any one time thereafter.	FULL.	FULL.
2.9	Power to decide absorption of services of deputationists.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700 in consultation with D(F).
<b>3.</b>	<b>Training</b>		
3.1	Power to nominate persons for training programmes to various training institutions.	FULL.	FULL.
3.2	Power to make payment of fee to various training institutions in respect of officers/ employees sponsored by the Corporation.	FULL.	FULL.
<b>4.</b>	<b>Probation</b>		
4.1	Power to extend the period of probation beyond the probation period prescribed under the Rules of the Corporation as applicable from time to time.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
<b>5.</b>	<b><u>Confirmation</u></b>		
5.1	Power to confirm employees appointed to the various grades of service in accordance with the Recruitment, Promotion & Seniority Rules 1982-83 in respect of the posts which the Managing Director has powers to create and/or fill.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.
<b>6.</b>	<b><u>Transfer, Joining Duty, Travelling Allowance, Handing Over Charge etc</u></b>		
6.1	Power to transfer employees of the Corporation from one station to another.	-do-	-do-
6.2	Power to relax time limits for an employee's family to follow or precede him on his transfer.	-do-	-do-
6.3	Power to grant extension of joining time on transfer.	-do-	-do-
6.4	Power to decide shortest or cheapest of two or more routes.	-do-	-do-
6.5	Power to prescribe Headquarters and fix the sphere of duty of all staff under his control.	-do-	-do-
6.6	Power to allow mileage allowance by a route other than the shortest and cheapest route.	-do-	-do-
6.7	Power to sanction travel by air or a higher class of accommodation by rail, to employees of the Corporation in special circumstances.	-do-	-do-

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		<b>Director(Finance)</b>	<b>Director(Commercial &amp; Marketing)</b>
6.8	Power to decide the point of termination/commencement of journey.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.
6.9	Power to grant advance of TA on transfer including other advances as admissible on transfer.	-do-	-do-
6.10	Power to permit calculation of joining time by a route other than that which travelers ordinarily use.	-do-	-do-
6.11	Power of a Controlling Officer in respect of his own TA bills and in respect of TA of officers and staff.	FULL	FULL
6.12	Power to pay TA bills of the Chairman and all other Directors of the Company and non-official members of the Committee appointed by the Board/Managing Director.	FULL	FULL
6.13	Power to grant advance of TA in respect of his own tours as well as any of the Directors and any of the employees of the Corporation.	FULL	FULL
6.14	Power to declare an officer as Controlling Officer for TA claims etc.	FULL	FULL
6.15	Power to permit persons to hand over charge at a place other than his Hqrs.	FULL	FULL
6.16	Power to grant permission to join duty at a place other than the Headquarters.	FULL	FULL

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
6.17	Power to sanction continuous halt at a time outside Headquarters on duty in excess of the limit allowed in the Rules and grant of daily allowance for such halt at full or reduced rates as deemed necessary.	FULL	FULL
<b>7.</b>	<b><u>Discipline</u></b>		
7.1	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 1978 or the Standing Orders as applicable to the Unit.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.
7.2	Power to take disciplinary action against: (a) Employees appointed by his subordinates (b) Employees appointed by him	-do- -do-	-do- -do-
<b>8.</b>	<b><u>Resignation</u></b>		
8.1	Power to accept resignation in respect of officers/employees of the Corporation.	-do-	-do-
<b>9.</b>	<b><u>Leave</u></b>		
9.1	Power to grant leave to employees of the Corporation in accordance with the Rules of the Corporation.	FULL	FULL
9.2	Power to grant permission to affix and suffix holidays with leave and/or joining time.	FULL	FULL

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
9.3	Power to grant leave to ITDC employees during the period of their deputation/tour abroad – upto 50% of actual duty abroad (excluding transit time) or 15 days, whichever is less.	FULL	FULL
<b>10.</b>	<b><u>Promotion</u></b>		
10.1	Power to make officiating appointments against leave vacancies and fixation of officiating salary in respect of posts which he is competent to create and/or fill in accordance with the Rules of the Corporation, provided the vacancy is for not less than 30 days.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700, in consultation with Personnel Division.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700, in consultation with Personnel Division.
10.2	Power to grant for a period not exceeding six months at a time additional remuneration not exceeding 20% of the pay of the officer for a work of temporary nature, undertaken by him/her in addition to his/her own duties for a period not less than 30 days.	FULL	FULL
10.3	Power to grant remuneration not exceeding 20% of the pay of the officer in undertaking, in addition to his/her own duties, the current duties of a higher post for not less than 30 days.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.
10.4	Power to grant normal and additional increments.	-do-	-do-
10.5	Power to promote employees of the Corporation in accordance with the ITDC Recruitment, Promotion & Seniority Rules 1982-83.	-do-	-do-

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		<b>Director(Finance)</b>	<b>Director(Commercial &amp; Marketing)</b>
10.6	Power to permit persons to cross efficiency bar in the time scales of pay.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700.
<b>11.</b>	<b><u>Allowances and Advances</u></b>		
11.1	Power to grant conveyance allowance to officers and staff on such scales as may be approved by the Board and to frame rules therefore.	FULL	FULL
11.2	Power to grant advances to employees for purchase of conveyance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	FULL	FULL
11.3	Power to sanction permanent advance imprest.	FULL	FULL
11.4	Power to fix/relax instalments for recovery of advance of any kind granted to employees of the Corporation.	FULL	FULL
11.5	Power to grant overtime wages to employees of the Corporation in accordance with the rules of the Corporation.	FULL	FULL
11.6	Power to grant festival advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	FULL	FULL
11.7	Power to reimburse employees of the Corporation, medical expenses in accordance with the ITDC Medical Attendance Rules, 1978.	FULL	FULL

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
11.8	Power to reimburse medical expenses in relaxation of rules in exceptional cases, with the specific approval in writing, of an authorised medical officer of the Corporation including journey expenses and consultation fee.	FULL	FULL in consultation with D(F).
11.9	Power to grant payments to employees arising out of statutory enactments and rules and regulations etc thereunder.	FULL	FULL
11.10	Power to grant house rent allowance to employees of the Corporation in accordance with rules framed from time to time.	FULL	FULL
11.11	Power to grant salary advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	FULL	FULL
11.12	Power to grant housing loans to employees of the Corporation in accordance with the ITDC Employees' Housing Loans (Grant & Recovery) Rules, 1974.	FULL	FULL
<b>12.</b>	<b><u>Administration-General</u></b>		
12.1	Power to allow deputation of any employee to any other organization within India and abroad.	-	-
12.2	Power to prescribe the form of surety bonds to be executed by staff handling cash/stores etc.	FULL	FULL in consultation with Finance.
12.3	Power to fix instalments for recovery of over payment of pay and allowances.	FULL	-do-



Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
12.4	Power to sanction investigation of arrears claims more than one year old but less than three years.	FULL	FULL in consultation with Finance.
12.5	Power to sanction/reimburse legal expenditure incurred by the employees of the Corporation in case arising out of their official duties.	FULL	FULL in consultation with Legal Advisor.
12.6	Power to hire accommodation for all purposes, including accommodation for employees in accordance with principles laid down by the Board.	FULL	FULL in consultation with Finance.
12.7	Power to write-off losses upto a limit of Rs 25,000/- in each case.	FULL subject to report being made to Board in respect of losses in excess of Rs 10,000/-.	FULL in consultation with D(F) subject to report being made to Board in respect of losses in excess of Rs 10,000/-.
12.8	(a) Power to engage and sanction fees to barristers, pleaders, advocates, lawyers, architects, faculty members etc.  (b) Power to engage and sanction fee/honorarium to consultants, retainers etc.	FULL  Upto total emoluments of Rs 5700/- p.m. for a period upto 6 months.	FULL in consultation with Finance.  Upto total emoluments of Rs 5700/- p.m. for a period upto 6 months in consultation with D(F).
12.9	Power to frame amendments in rules and orders governing the service conditions of the employees including rules and orders of the Central Government adopted by the Corporation.	-	-
12.10	Power to incur expenditure on immediate safety of employees, plants and machinery etc within works, premises and townships.	FULL	FULL

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
12.11	Power to grant Gratuity to employees of the Corporation on retirement/resignation/termination/retrenchment in accordance with the Rules of the Corporation as applicable from time to time.	FULL	FULL
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	-
12.13	Power to collect and pay contributions to the Provident Fund of the employees of the Corporation and to pay to the Trust or any other authority constituted for the purpose such of the employees contributions.	FULL	-
12.14	Power to make contributions to the employees Welfare Fund.	FULL	-
12.15	Power to restrict pay of an officiating employee.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700/-.	FULL in respect of posts carrying scales of pay upto Rs 4500-5700/-.
12.16	Power to avail as and when required cash credit/overdraft facility upto Rs 2 crore against hypothecation of sundry debtors and stocks on mutually agreed terms with the scheduled banks.	FULL	-
12.17	Power to execute counter guarantees as and when required in favour of nationalized banks for performance of any contract or obligation.	FULL	-
12.18	Power to permit stay of General Managers/Managers in hotels according to requirements.	FULL	FULL in consultation with D(F).

Entry No.	Nature of Power	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
12.19	Power to allow disbursement of salary of a month in advance of the prescribed date of disbursement.	FULL	FULL in consultation with Finance.
12.20	(a) Power to give business premises/shops in ITDC hotels, travelers lodges (TLs) etc on licence fee basis.  (b) Power to renew licence agreements relating to business premises/shops in ITDC hotels, TLs etc.	FULL subject to tender procedures and in the event of low tenders or no response, by negotiations.  FULL keeping in view the prevailing market circumstances.	FULL subject to tender procedures and in the event of low tenders or no response, by negotiations in consultation with Finance.  FULL keeping in view the prevailing market circumstances in consultation with Finance.
<b>13.</b>	<b><u>Incentives</u></b>		
13.1	Power of acceptance by Company's employees of honorarium fee.	FULL in the case of acceptance by employees of honorarium/fee from other sources.	FULL in the case of acceptance by employees of honorarium/fee from other sources.
13.2	Power to grant to or acceptance by Company's employees of rewards.	FULL in the case of acceptance by the Company's employees of rewards and upto 50% of basic pay of each employee in a year when the reward is paid by the Corporation.	FULL in the case of acceptance by the Company's employees of rewards and upto 50% of basic pay of each employee in a year when the reward is paid by the Corporation.

**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED**

Ref: SEC/182(Dir) / 429

Dated: 28<sup>th</sup> August 2014

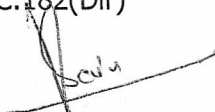
**OFFICE ORDER**

Subject: Revised Delegation of Powers to Functional Directors

The Board of Directors in their meeting held on the 14<sup>th</sup> August 2014 have approved, except for Section-I relating to Administration, the revised Delegation of Powers to the Functional Directors i.e. Director(Finance) and Director(Commercial & Marketing) in terms of powers vested with the Board of Directors under Article 71(24) of the Articles of Association of the Corporation. A copy of the Memorandum of Delegation of Powers to the Functional Directors is hereby notified to all concerned for their information and guidance. It is also available on ITDC website: theashokgroup.com (link: about us → RTI).

2 These powers are effective from 14<sup>th</sup> August 2014.

3 This Order is issued in partial modification of Office Order No. SEC:182(Dir) dated the 21<sup>st</sup> December 1994, as amended from time to time.

  
(V.K. Jain)  
Company Secretary

**Distribution:**

- 1 Director(Fin) / Director(C&M) / CVO
- 2 VP(F&A)
- 3 All Corporate GMs/HODs
- 4 OSD to MD
- 5 AM(IT)

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Revised Schedule of Powers to Director(Finance) and Director(Commercial & Marketing)  
annexed to Office Order No. SEC:182(Dir) dated the 26<sup>th</sup> August 2014

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)

**SECTION – II**

<b>14.</b>	<b><u>Legal Matters</u></b>		
14.1 (16.3)	Power to institute, conduct, defend compound or abandon any legal proceedings in court of law or before arbitrator by or against the Company or its employees in connection with the affairs of the Company.	Full, in consultation with Legal Advisor, subject to a reporting to the Board where Company's claims more than Rs.1.00 lakh are compounded or abandoned.	Full, in consultation with Legal Advisor, subject to a reporting to the Board where Company's claims more than Rs.1.00 lakh are compounded or abandoned.
14.2 (16.14)	Power to refer claims to arbitration and execute powers of attorney and sign Vakalatnamas, Mukhtiarnamas, plaints, written statements and other documents and papers in connection with cases in law courts etc on behalf of the Corporation.	Full, in consultation with Legal Advisor, subject to a report being submitted to the Board where Company's claims are compounded or abandoned.	Full, in consultation with Legal Advisor, subject to a report being submitted to the Board where Company's claims are compounded or abandoned.
14.3 (12.8(a))	Power to engage and sanction fees and out of pocket expenses to barristers pleaders, advocates, lawyers, faculty members, technical experts etc.	Full.	Full, in consultation with Finance.
14.4 (14.1)	Power to sanction/pay arbitration fee to private persons.	Full, in consultation with Legal Advisor.	Full, in consultation with Legal Advisor.
14.5 (16.4)	Power to sanction payment of money as decreed/award given by a Court, Tribunal or Arbitrator to the Contractor, supplier, service provider and the employees of the Corporation.	Full, in consultation with Legal Advisor.	Full, in consultation with Legal Advisor.
14.7 (12.5)	Power to sanction/reimburse legal expenditure incurred by the employees of the Corporation in cases arising out of their official duties.	Full, in consultation with Legal Advisor.	Full, in consultation with Legal Advisor.
14.8 (16.8)	Power to appoint Attorney or Attorneys of the Corporation for the discharge of its functions.	Full.	Full.

**SECTION – III**

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
<b>15.</b>	<b><u>Works / Projects / Business</u></b>		
15.1 (15.1)	Power to grant administrative approval of works/Projects/ publicity and print production programmes and business proposals on the basis of preliminary estimates.	Upto Rs.2.00 crore, subject to budget provision.	Upto Rs.2.00 crore subject to Budget provision, in consultation with Finance.
15.2 (15.2)	Power to grant technical sanction to detailed estimates for works/ projects.	Full.	Full, subject to budget provision.
15.3 (15.11)	Power to sanction re-appropriation within the sanctioned budget:  (a) Plan Budget (b) Non-Plan Budget	Full. Full.	Full, in consultation with Finance. Full, in consultation with Finance.
15.4 (15.5)	Power to sanction new works/ schemes not included in the budget.	Upto Rs 50.00 lakh subject to funds required for the new works/schemes being found from within the approved budget for the year.	Upto Rs 50.00 lakh subject to funds required for the new works/schemes being found from within the approved budget for the year, in consultation with Finance.
15.5 (15.6)	Power to accept tenders for works when open tenders are invited.	Upto Rs.5.00 crore.	Upto Rs.5.00 crore, subject to concurrence by Finance
15.6 (15.7)	Power to accept tender when single tender is received after invitation of open/limited tenders.	Upto Rs 50.00 lakh in the first instance and up to Rs.1.50 crore when again single tender is received against the same open tender second time.	Upto Rs 50.00 lakh in the first instance and up to Rs.1.50 crore when again single tender is received against the same open tender second time, subject of concurrence by Finance.
15.8 (15.9)	Power to invite and accept limited tenders.	Upto Rs.5.00 crore with justification.	Upto Rs.5.00 crore, subject to concurrence by Finance with justification.
15.9 (15.10)	Power to award works without calling tenders (by call of quotation).	Upto Rs.50.00 lakh in each case and reasons for not inviting tender to be recorded in writing	Upto Rs.50.00 lakh in each case, subject to concurrence by Finance and reasons for not inviting tender to be recorded in writing.

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
15.10	Power to engage and sanction fee and out of pocket expenses to architects, technical consultants for works etc.	Full, when open tender are invited and upto Rs.1.00 lakh when by call of quotation, with full justification to be recorded.	Full, when open tender are invited and upto Rs.1.00 lakh when by call of quotation with full justification to be recorded, with concurrence of Director (Finance).
15.11	Power to engage consultants/advisors for obtaining advisory services relating to financial restructuring, formation of Joint Ventures, selecting strategic business partner etc. and sanction their fee and out of pocket expenses.	Upto a fee of Rs.50.00 lakh plus out of pocket expenses.	Upto a fee of Rs.50.00 lakh plus out of pocket expenses, with concurrence by finance.
15.12 (15.13)	Power to sanction commencement of work on an urgency certificate after administrative approval but before technical sanction of the estimate.	Upto Rs.15.00 lakh in each case.	Upto Rs.15.00 lakh in each case, in consultation with Finance.
15.13 (15.25)	Power to sanction extra/supplementary/substituted items and/or quantity deviations of tender items in contracts for works/schemes/proposals.	Upto 50% of sanctioned value of works.	Upto 50% of sanctioned value of works, subject to concurrence by Finance.
15.14	Power to grant administrative approval during progress of works/contracts/schemes for (a) execution of extra/substituted/supplementary items; and (b) quantity deviation in contract items.	Upto 50% of sanctioned value of works	Upto 50% of sanctioned value of works subject, to concurrence by Finance
15.15 (15.34)	Power to release on account payment to contractors/suppliers against work done/material supplied for which regular bills have been submitted, pending detailed scrutiny of the bills by the Finance.	Upto 75%, subject to the condition that two consecutive adhoc payments will not be released to the same party.	Up to 75%, subject to the condition that two consecutive adhoc payments will not be released to the same party, in consultation with Finance.
15.17 (15.14)	Power to grant extension of time beyond the period stipulated for the execution of the contract and power to levy or condone penalty/liquidated damages for delay in execution or non-execution of works.	Full, subject to the condition that in case of contracts over Rs 5.00 crore, all extensions exceeding 6 months be reported to the Board.	Full, subject to the condition that in case of contracts over Rs 5.00 crore, all extensions exceeding 6 months be reported to the Board.
15.18 (15.21)	Power to waive compensation for loss due to the contract in all cases where the Managing Director is competent to enter into contract by virtue of the delegations made to him under paragraphs mentioned above.	Upto Rs.2.00 lakh in each case.	Upto Rs.2.00 lakh in each case, subject to concurrence by Finance.
15.19 (15.32)	Power to write-off loss on account of irrecoverable liquidated damages.	Full.	Full, in consultation with Finance.

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
15.20 (15.29)	Power to charge preliminary project expenses of abandoned/deferred projects to the overheads of the Projects Division/Corporation.	Full.	Full, in consultation with Finance.
15.21 (15.28)	Power to forfeit earnest money, security deposits or other money paid by the contractor on breach of agreement or contract.	Full.	Full.
15.22 (15.27)	Power to order departmental execution of works in respect of sanctioned works including purchase of material, employing of muster roll labour and award of labour/piece rate of contracts etc.	Upto Rs.2.00 crore	Upto Rs.2.00 crore, in consultation with Finance.
15.23 (16.20)	Power to approve sale and disposal of fixed assets.	Upto book value of Rs.50.00 lakh.	Upto book value of Rs.50.00 lakh, in consultation with Finance.
15.24 (15.24)	Power to order demolition of temporary structures and sale/disposal of its dismantled material or sale of temporary structure for demolition.	Full.	Full, in consultation with Finance.
15.25 (15.33)	Power to cut trees and dismantle material for implementing sanctioned schemes/works and dispose off dismantled material.	Full.	Full.
15.26 (16.2)	Power to enter into and execute contracts, deeds, instruments and assurance of property and in particular:  (a) Contracts for works and purchase of stores and materials. (b) Service agreements. (c) Security bonds for the due performance of their duties by Company employees. (d) Lease agreements of houses, lands or other immovable property, including title deeds.	Full, except such items as may require the Common Seal of the Corporation under the Companies Act, 1956 or the Articles of Association of the Corporation, including Sections 48, 50 & 114 of the Companies Act, 1956 / Section 22 of the Companies Act, 2013.	Full, except such items as may require the Common Seal of the Corporation under the Companies Act, 1956 or the Articles of Association of the Corporation, including Sections 48, 50 & 114 of the Companies Act, 1956 / Section 22 of the Companies Act, 2013.
15.27 (16.25)	Power to represent ITDC by himself or to nominate representatives of ITDC to serve on the Projects Committee constituted / to be constituted for monitoring progress of joint venture projects pending incorporation of companies as provided in the Promoters' Agreement.	Full.	Full.



Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
15.28 (15.15)	(a) Power to declare stores as surplus or unserviceable. (b) Power to sell/dispose off surplus stores, stocks etc.	Full. Full.	Full, in consultation with Finance. Full, in consultation with Finance.
15.29 (15.16)	Power to sanction disposal of sundry movable property/assets.	Full.	Full, in consultation with Finance.
15.30 (15.18)	Power to incur expenditure on repairs and maintenance to roads, buildings, furniture, office equipments, plant and machinery, vehicles and other property/assets of the Corporation.	Full.	Full, subject to budget provision and concurrence by Finance.
15.31 (19.4)	Power to sanction: (a) Purchase of books & periodicals. (b) Printing of stationery. (c) Advertisement charges. (d) Postage/Telephone and other communication expenses. (e) Establishment & other office expenses.	Full.	Full, in consultation with Finance.
15.32 (15.19)	Power to fix rents for quarters, shops, land and business premises: (a) Quarters according to the rules of the Corporation applicable from time-to-time. (b) Shops, land and business premises.	Full. Full.	Full, in consultation with Finance. Full, in consultation with Finance.
15.33 (15.20)	Power to award contracts of loading, unloading, clearance, handling, transport etc. of goods/materials.	Full.	Full, in consultation with Finance.
15.34 (15.30)	Power to sanction expenditure for transportation of the material/machinery/tools and equipment by other than the cheapest mode in exigencies of works.	Full, reasons to be recorded in writing.	Full, reasons to be recorded in writing.
15.35 (16.13)	Power to sanction claims for demurrage/wharfage etc.	Upto Rs.3.50 Lakh.	Upto Rs.3.50 lakh, in consultation with Finance.
15.36 (16.12)	Power to sanction write-off of bad debts.	Upto Rs.50,000/- in each case.	Upto Rs.50,000/- in each case, in consultation with Finance.

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
15.37 (16.10)	Power to sanction expenditure on entertainment and business promotion expenses.	Full.	Full, within the budget allotted.
15.38 (16.15)	Power to incur expenditure on liaison visits to other hotels/ restaurants within India.	Upto Rs.50,000/- p.m.	Upto Rs.50,000/- p.m.
15.40	Power to approve membership of national and international organization/institution engaged in promotion of business relating to corporation's activities.	Full.	Full.
15.41	Power to reimburse to employees of the Corporation the membership fee of statutory professional institutes/ organizations of which the employees are the members.	Full.	Full.
15.42 (16.22)	Power to make nominations of officials of existing as well as new ITDC units as persons responsible for the purpose of Prevention of Food Adulteration Act as also to make changes in the nominations from time-to-time, as may be necessary in the business interest of the Corporation.	Full.	Full.
15.43 (16.1)	Power to insure loss or damage by fire or otherwise for such period and to such extent as the Managing Director may think proper, all or any part of the goods, stores, products and other movable/immovable property of the Company either separately or co-jointly. Also to ensure all or any portion of the foods, 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.	Full.
15.44 (15.23)	Power to sanction hire charges for vehicles, mobile equipment, machinery from other Government Departments or elsewhere.	Full.	Full, in consultation with Finance.

**SECTION – IV**

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
<b>16.</b>	<b><u>Purchase</u></b>		
16.1	Power to grant administrative approval for purchase of: (a) Land on free hold or lease hold basis. (b) Plant and machinery. (c) Furniture. (d) Office equipments. (e) Vehicles. (f) Decorative items and art effects. (g) Construction materials for projects. (h) Any other moveable or immoveable capital assets/property.	Upto Rs.2.00 crore, subject to budget provision for plan or non-plan schemes; and upto Rs.40.00 lakh for items not budgeted, subject to funds required for new items being found from within the approved budget for the year.	Upto Rs.2.00 crore, subject to budget provision for plan or non-plan schemes; and upto Rs.40.00 lakh for items not budgeted, in consultation with Finance, subject to funds required for new items being found from within the approved budget for the year.
16.2 (17.1)	Power to sanction purchase of: (a) Raw materials. (b) Provision and fresh supplies. (c) Plant and machinery. (d) Stores and spares. (e) Tools and equipment. (f) Land on free hold or lease hold basis. (g) Furniture. (h) Office equipments. (i) Vehicles. (j) Decorative items and art effects. (k) Construction materials for projects. (l) Any other moveable or immoveable capital assets/property.	Full, subject to adherence to purchase procedures. Purchase of capital assets must be preceded by proper financial / commercial feasibility, Return on Investment (ROI) study etc to safeguard company's investment.	Full, subject to adherence to purchase procedures and concurrence by Finance. Purchase of capital assets must be preceded by proper financial / commercial feasibility, Return on Investment (ROI) study etc to safeguard company's investment.
16.3 (17.2)	Power to purchase at controlled rates/DGS&D rates without calling of tenders.	Full.	Full, subject to concurrence by Finance.
16.4 (17.3)	Power to purchase material at controlled rates or specified/ ceiling rates approved by the Government.	Full.	Full, subject to concurrence by Finance.
16.5 (17.4)	Power to approve quantity variations in purchase orders/ contracts.	Upto 10%, subject to there being no change in rates.	Upto 10%, subject to there being no change in the rates and concurrence by Finance.

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
16.6 (17.5)	Power to accept tenders when open tenders are invited.	Full.	Full, subject to concurrence by Finance.
16.8 (17.7)	Power to accept tender when single tender is received after invitation of open/limited tenders.	Upto Rs.50.00 lakh.	Upto Rs.50.00 lakh.
16.10 (17.8)	Power to purchase proprietary articles.	Full, subject to obtaining current rate list of the Company and placing it on record and availing prevalent market discount.	Full, subject to obtaining current rate list of the Company and placing it on record and availing prevalent market discount and with the concurrence by Finance.
16.11 (17.9)	Power to place repeat order within one year of the original order	100% of original, subject to ensuring that there being no downward trend in the prices.	100% of original, subject to ensuring that there being no downward trend in the prices and with concurrence by Finance.
16.12 (17.10)	Power to make emergent purchases on any one item / occasion.	Upto Rs.50,000/-.	Upto Rs.50,000/-, subject to concurrence by Finance.
16.13 (17.12)	Power to waive liquidated damages in cases of late deliveries where no loss is involved.	Full.	Full, in consultation with Finance.
16.14 (17.13)	Power to waive liquidated damages in cases of late deliveries where actual loss is involved.	Full.	Full, in consultation with Finance.

**SECTION – V**

<b>17.</b>	<b><u>Sales &amp; Services</u></b>		
17.1 (18.1)	Power to fix tariffs for various goods sold/services rendered by the Corporation.	Full.	Full.
17.2 (18.2)	Power to grant concessions/ discount to clients/customers/ employees/ex-employees.	Full.	Full, subject to Discounting Policy, as approved from time-to-time.

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
17.3 (18.3)	Power to sanction commission to travel agents.	Full.	Full.
17.4 (18.4)	Power to deal with 'on the spot disputes' of customers in settling their accounts.	Full.	Full.
17.5 (18.5)	Power to negotiate regarding finalisation of bills to clients and to accept reduction therein on the merits of each case.	Full.	Full.
17.6	Power to quote/submit estimates for execution of deposit works and power to accept the same for execution on behalf of Central Government/State Governments and any other Government/private organisation.	Full.	Full.
17.7	Power to quote/submit tenders for procuring the business for the Corporation.	Full.	Full.

**SECTION – VI**

<b>18.</b>	<b><u>Miscellaneous &amp; Contingences</u></b>		
18.1 (16.9)	Power to incur expenditure on gift items.	Upto Rs 25,000/- per item, subject to a limit of Rs.3.50 lakh per annum.	Upto Rs 25,000/- per item, subject to a limit of Rs.3.50 lakh per annum.
18.2 (19.1)	Power to sanction expenditure on ceremonial occasions.	Upto Rs 2.00 lakh on any occasion, subject to budget provision.	Upto Rs 2.00 lakh on any occasion, subject to budget provision.
18.3 (16.11)	Power to incur any expenditure for any miscellaneous purpose not specified in this delegation: (a) Non-recurring expenditure  (b) Recurring expenditure	Upto Rs.50,000/- in each case.  Upto Rs.10,000/- per month in each case	Up to Rs.50,000/- in each case, in consultation with Finance.  Up to Rs.10,000/- per month in each case, in consultation with Finance.

Entry No. (Old No.)	Nature of Power delegated	To whom sub-delegated, extent of Power and general conditions, if any	
		Director(Finance)	Director(Commercial & Marketing)
18.4 (16.24)	Power to sign memorandum and articles of association of Joint Venture companies incorporated/to be incorporated in India and abroad in collaboration with State Tourism Development Corpns/State Governments or any other Government/Private Organisation.	Full.	Full.
18.6 (19.5)	Contingent expenses	Upto Rs.50,000/- in each case.	Upto Rs.50,000/- in each case, in consultation with Finance.

**SECTION – VIII**

<b>20.</b>	<b><u>Emergent Powers</u></b>		
20.1 (21.1)	Power to act in any emergency in his discretion in order to keep the essential services functioning.	Full, subject to the condition that any action taken in pursuance of this power will be reported to the MD/Board.	Full, subject to the condition that any action taken in pursuance of this power will be reported to the MD/Board.