

  
**INDIA TOURISM DEVELOPMENT CORPORATION LTD.**

Ref: SEC:182(C&MD) /104

Dt.02.02.2018

**OFFICE ORDER**

**Sub: Revision in Delegation of Powers to C&MD**

The Board of Directors in terms of powers vested with the Board of Directors under Article 71(24) of the Articles of Association of ITDC in their meeting held on the 16<sup>th</sup> January, 2018 have approved the revision in Entry No. 13.23 of C&MD as under :

<b>Entry Number</b>	<b>DoP</b>	<b>Extent of DoP (Existing)</b>	<b>Extent of DoP (Revised)</b>
13.23	Power to give business premises/shops in ITDC hotels and other units on license fee basis.	Full subject to tender procedure and in the event of low tenders or no response, by negotiations.	Full subject to tender procedure and in the event of low tenders or no response, in accordance with Licensing policy approved by the Board.

2 These powers are effective from 16<sup>th</sup> January, 2018.

3 This order is issued in partial modification of office order No. SEC:182 dated 29.05.2007 as amended from time.



**V. K. JAIN**  
**COMPANY SECRETARY**

**Distribution :**

1. C&MD/D(C&M)/D(F)/CVO
2. GM(F&A)-HoD /DGM (Legal)/GM (Hotels)
3. All Corporate GMs/HoDs
4. OSD to C&MD
5. Sr. Manager (IT) for displaying on website

## II SCHEDULE OF POWERS TO CHAIRMAN & MD

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Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
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### SECTION I ADMINISTRATION

#### Creation and Abolition of Posts

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| 1.1 | Power to create posts.  | Full in respect of posts up to the level of General Manager. |
| 1.2 | Power to abolish posts created under his powers.                                | Full   |
| 1.3 | Power to redesignate, upgrade and downgrade any post according to requirements. | Full   |

#### Recruitment

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|-----|---|--|
| 2.1 | Power to make recruitment and selection to posts in accordance with the ITDC Recruitment, Promotion & Seniority Rules.  | Full in respect of posts up to the level of General Manager.   |
| 2.2 | Power to constitute Selection Committees for appointments to various posts.   | Full in accordance with the ITDC Recruitment, Promotion & Seniority Rules as amended from time to time.  |
| 2.3 | Power to fix pay on initial appointment in respect of posts to which the C&MD is authorised to make appointments .  | Full on the recommendations of the Selection Committee. Director (Finance) to be consulted for fixing pay involving more than five advance increments. |
| 2.4 | Power to accept Medical Certificate produced by the candidate selected for appointment under the Corporation from Medical Authorities other than the Corporation's Medical Officer. | Full   |

<b>Entry No.</b>	<b>Nature of power delegated</b>	<b>Extent of Power and general conditions, if any</b>
2.5	Power to grant travelling allowance on initial appointment.	Full
2.6	Power to grant TA to persons called for interview/test.	Full
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.
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
2.9	Power to decide absorption of services of deputationists.	Full subject to cases, where the C&MD is not appointing authority, reporting to Board.

### **Training**

3.1	Power to nominate persons for training programmes to various training institutions in India or abroad .	Full
3.2	Power to make payment of fee to various training institutions in India or abroad in respect of officers/employees sponsored by the Corporation.	Full

### **Probation**

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 which C&MD has powers to create and /or fill.
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Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
<b><u>Confirmation</u></b>		
5.1	Power to confirm employees appointed to the various grades of service in accordance with the ITDC Recruitment, Promotion & Seniority Rules as amended from time to time.	Full in respect of posts which the C&MD has power to create and/ or fill.
<b><u>Transfer, Jointing Duty, Travelling Allowance, Handing Over Charge Etc.</u></b>		
6.1	Power to transfer employees of the Corporation from one station to another.	Full
6.2	Power to relax time limits for an employee's family to follow or precede him on his transfer.	Full
6.3	Power to grant extension of joining time on transfer.	Full
6.4	Power to allow travel by a route other than shortest/ cheapest route.	Full
6.5	Power to prescribe Headquarters and fix the sphere of duty of the employees.	Full
6.6	a) Power to allow journey by road between places connected by rail and allow millage allowance by shortest route.	Full
	b) Power to allow journey by road between places connected by rail and allow millage allowance by a route other than shortest.	Full
6.7	Power to sanction travel by air or a higher class of accommodation by rail, to employees of the Corporation in special circumstances.	Full

<b>Entry No.</b>	<b>Nature of power delegated</b>	<b>Extent of Power and general conditions, if any</b>
<b>6.8</b>	Power to decide the point of termination/ commencement of journey.	Full
<b>6.9</b>	Power to grant advance of TA on transfer including other advances as admissible on transfer.	Full
<b>6.10</b>	Power to permit calculation of joining time by a route other than that which travellers ordinarily use.	Full
<b>6.11</b>	Power of a Controlling Officer in respect of his own TA bills and in respect of TA bills of officers and staff.	Full,
<b>6.12</b>	Power to approve TA bills of the C&MD and all other directors of the company and non-official members of the Committees appointed by the Board/ C&MD.	Full
<b>6.13</b>	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
<b>6.14</b>	Power to permit persons to hand over charge at a place other than his headquarters.	Full
<b>6.15</b>	Power to grant permission to join duty at a place other than the headquarters.	Full
<b>6.16</b>	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

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
<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 as amended from time to time or the Standing Orders as applicable to the units.	Full in respect of posts up to the level of Sr.V.P.
7.2	Power to take disciplinary action against employees of the Corporation.	Full in respect of posts up to the level of Sr.V.P.
<b><u>Resignation</u></b>		
8.1	Power to accept resignation in respect of officers/employees of the Corporation.	Full in respect of posts up to the level of General Manager.
<b><u>Leave</u></b>		
9.1	Power to grant leave to employees of the Corporation (including LTC and leave encashment) in accordance with the rules of the Corporation.	Full
9.2	Power to grant permission to affix and suffix holidays with leave and/or joining time.	Full
9.3	Power to grant leave to ITDC employees during the period of their deputation/ tour abroad.	Upto a period not more than 15 days.

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
<b><u>Promotion</u></b>		
<b>10.1</b>	Power to make officiating appointments against vacant posts and fixation of officiating salary.	Full, in respect of posts which C&MD is competent to create and/or fill in accordance with the rules of the Corporation .
<b>10.2</b>	Power to grant for a period not exceeding six months at a time, additional remuneration to an employee 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
<b>10.3</b>	Power to grant remuneration not exceeding 20% of the pay of the officer for undertaking, in addition to his/her own duties, the current duties of a higher post for not less than 30 days.	Full
<b>10.4</b>	Power to restrict pay of an officiating employee.	Full
<b>10.5</b>	Power to grant normal and additional increments.	Full
<b>10.6</b>	Power to promote employees of the Corporation in accordance with the ITDC Recruitment, Promotion & Seniority Rules as amended from time to time.	Full in respect of posts to which he has powers to appoint.
<b>10.7</b>	Power to permit persons to cross efficiency bar in the time scales of pay.	Full

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
<b><u>Allowances, Advances and other Benefits to employees</u></b>		
11.1	Power to grant house rent allowance to employees of the Corporation in accordance with the rules framed from time to time.	Full
11.2	Power to grant conveyance allowance to officers and staff and to frame rules therefor.	Full
11.3	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, subject to budget provision.
11.4	Power to grant housing loans to employees of the Corporation in accordance with the ITDC Employees' Housing Loans (Grant & Recovery) Rules as amended from time to time.	Full, 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
11.7	Power to sanction permanent advance/imprest.	Full
11.8	Power to fix/relax instalments for recovery of advance of any kind granted to employees of the Corporation.	Full
11.9	Power to fix instalments for recovery of over payment of pay and allowances.	Full
11.10	Power to grant overtime wages to employees of the Corporation in accordance with the rules of the Corporation.	Full



Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
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
11.12	Power to reimburse medical expenses, including journey expenses and consultation fee of an authorised medical officer of the Corporation, in relaxation of rules in exceptional cases.	Full, subject to recording reasons for relaxing the Rules.
11.13	Power to grant payments to employees arising out of statutory enactments and rules and regulations etc.thereunder.	Full
<b><u>Incentive</u></b>		
12.1	Power to grant permission to employees of the Corporation for acceptance of honorarium/ fee from other sources.	Full
12.2	<p>a) Power to grant permission to employees for acceptance of rewards from source outside the company.</p> <p>b) Power to grant rewards/ incentive/ ex-gratia to the employees of the Corporation and the workers employed through contractors.</p>	<p>Full</p> <p>Upto 50% of basic pay p.m. of the employee in a year.</p>
<b><u>Administration-General</u></b>		
13.1	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.	Full
13.2	Power to allow deputation of any employee to any other organisation within India and abroad.	Full in respect of posts for which C&MD is the appointing authority .

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
13.3	Power to prescribe the form of surety bonds to be executed by staff handling cash/stores etc.	Full
13.4	Power to hire/ take on lease accommodation for all purposes, including accommodation for employees.	Full
13.5	Power to sanction telephone (including residential telephones).	Full
13.6	Power to write-off losses.	Upto Rs. 1.75 lakh in each case, subject to report being made to the Board in respect of losses in excess of Rs. 75,000/-.
13.7	Power to engage and sanction fee/ honorarium to consultants, retainers etc.	Upto total emoluments of Rs.20,000/-pm for a period upto six months.
13.8	Power to incur expenditure on immediate safety of employees, plants and machinery etc within works, premises and townships.	Full
13.9	Power to forfeit gratuity of the employees, in part or full, on dismissal.	Full

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
13.10	Power to make contributions to the employees' welfare fund/incentive schme for bonafide welfare activites and paymentof incentive/cash dole to the employees of the Corporation.	Full
13.11	Power to allow disbursement of salary of a month in advance of the prescribed date of disbursement.	Full
13.12	Power to make provisions in the books of accounts for liabilities, expenses, contingencies and losses.	Full
13.13	Power to write back provisions not required in the books of account and transfer of unclaimed liabilities/ credit balances including unlinked amounts to income.	Full
13.14	Power to take suitable action pursuant to comments and observations made by Statutory, Branch, Internal and Government Auditors on the accounts of the Corporation.	Full
13.15	Power to open and operate the bank account of the Corporation in any of the scheduled banks and draw,accept, endorse and negotiate cheques, drafts, promissory notes and other negotiable instruments.	Full
13.16	Power to open letters of credit, sign letters of credit papers and amendments, retire documents received from supplier and authorise any other officer of the Corporation in this behalf.	Full

Entry No. Nature of power delegated	Extent of Power and general conditions, if any
<b>13.17</b> Power to nominate officials to sign on behalf of the Corporation, custom and excise documents (such as bill of entry, shipping bill, manifests, refund orders or drawback bills, to receive money and grant receipts etc) and to execute bonds, guarantees and undertakings in favour of customs and excise authorities/Air-India or any other airline in respect of duty/tax free shops.	Full
<b>13.18</b> Power to avail as and when required cash credit /overdraft facility from any of the scheduled banks.	Up to Rs. 25 crore against hypothecation of sundry debtors and stocks on mutually agreed terms.
<b>13.19</b> Power to execute counter guarantees as and when required in favour of scheduled banks for performance of any contract or business obligation of the Company.	Full
<b>13.20</b> Power to invest in short term deposits and deal with any of the moneys of the Corporation not immediately required for the purpose thereof, in such securities and in such manner as the C&MD may think fit from time to time.	Full, in accordance with the DPE guidelines on investment of surplus funds.

<b>Entry No.</b>	<b>Nature of power delegated</b>	<b>Extent of Power and general conditions, if any</b>
<b>13.21</b>	Power to make and give receipts, releases and other discharges for money payable to the Corporation and for the claims and demands of the Corporation.	Full
<b>13.22</b>	Power to permit stay of General Managers/ Managers in hotels according to requirements.	Full
<b>13.23</b>	Power to give business premises/ shops in ITDC hotels and other units on licence fee basis.	Full, subject to tender procedure and in the event of low tenders or no response, by negotiation.
<b>13.24</b>	Power to renew licence agreements relating to business premises/ shops in ITDC hotels, other units etc.	Full, keeping in view the prevailing market circumstances.

## **SECTION II**

### **LEGAL MATTERS**

<b>14.1</b>	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, subject to reporting to the Board where Company's claims more than Rs. one lakh are compounded or abandoned.
<b>14.2</b>	Power to refer claims to arbitration and execute powers of attorney and sign Vakalatnamas, Mukhtiarnamas, plaints, written statemnts and other documents and papers in connection with cases in law courts etc. on behalf of the Corporation.	Full

<b>Entry No.</b>	<b>Nature of power delegated</b>	<b>Extent of Power and general conditions, if any</b>
<b>14.3</b>	Power to engage and sanction fees and out of pocket expenses to baristers pleaders, advocates, lawyers, faculty members, technical experts etc.	Full
<b>14.4</b>	Power to sanction/ pay arbitration fee to private persons.	Full
<b>14.5</b>	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
<b>14.6</b>	Power to sanction/ pay claims settled out of court.	Full
<b>14.7</b>	Power to sanction/reimburse legal expenditure incurred by the employees of the Corporation in cases arising out of their official duties.	Full
<b>14.8</b>	Power to appoint Attorney or Attorneys of the Corporation for the discharge of its functions.	Full

### **SECTION III**

#### **WORKS/PROJECTS/BUSINESS**

<b>15.1</b>	Power to grant administrative approval of works/ projects/ publicity & print production programmes and business proposals on the basis of preliminary estimates.	Full, subject to specific funds being provided in the budget estimates .
<b>15.2</b>	Power to grant technical sanction to detailed estimates for works/projects.	Full

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
15.3	Power to sanction re-appropriation within the sanctioned budget:	
	a) Plan Budget	Full
	b) Non-Plan Budget	Full
15.4	Power to sanction new works/ schemes not included in the budget.	Upto Rs. 75.00 lakh subject to funds required for the new works/ schemes being found from within the approved budget for the year.
15.5	Power to accept tenders for works when open tenders are invited.	Full
15.6	Power to accept tender when single tender is received after invitation of open/ limited tenders.	Upto Rs. 75.00 lakh in the first instance. Full power when again single tender is received against the same open tender second time.
15.7	Power to accept a tender other than the lowest.	Full, Reasons for not accepting the lowest tender to be recorded in writing.
15.8	Power to invite and accept limited tenders.	Full.
15.9	Power to award works without calling tenders.	Upto Rs. 75.00 lakh in each case and reasons for not inviting tender to be recorded in writing.
15.10	Power to engage and sanction fee and out of pocket expenses to Architects, technical consultants for works etc.	Full
15.11	Power to engage consultants/ advisors for obtaining advisory services relating to financial restructuring, formation of Joint Ventures, selecting strategic business partners etc. and sanction their fee and out of pocket expenses.	Full

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
15.12	Power to sanction commencement of work on an urgency certificate after administrative approval but before technical sanction of the estimate.	Upto Rs 25.00 lakh in each case.
15.13	Power to sanction extra/ supplementary/ substituted items and/ or quantity deviations of tender items in contracts for works/ schemes/ proposals.	Full
15.14	Power to grant administrative approval during progress of works contract/ schemes for a) execution of extra/ substituted/ supplementary items and b) quantity deviation in contract items.	Full
15.15	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.	Full, subject to the condition that two consecutive adhoc payments will not be released to the same party.
15.16	Power to release adhoc payments to the contractors/ suppliers on the basis of rough assessment made by project engineer for the works executed/ materials supplied.	Full, subject to the condition that two consecutive adhoc payments will not be released to same party.
15.17	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 six months be reported to the Board.
15.18	Power to waive compensation for loss due to the contract in all cases where the C&MD is competent to enter into contract by virtue of the delegations made to him under paragraphs mentioned above.	Full
15.19	Power to write-off loss on account of irrecoverable liquidated damages.	Full



Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
15.20	Power to charge preliminary project expenses of abandoned/ deferred projects to the overheads of the Projects Division/ Corporation.	Full
15.21	Power to forfeit earnest money, security deposits or other money paid by the contractor on breach of agreement or contract.	Full
15.22	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.	Full
15.23	Power to approve sale and disposal of fixed assets.	Upto book value of Rs. 75.00 lakh .
15.24	Power to order demolition of temporary structures and sale/ disposal of its dismantled material or sale of temporary structure for demolition.	Full
15.25	Power to cut trees and dismantle material for implementing sanctioned schemes/ works and dispose off dismantled material.	Full
15.26	<p>Power to enter into and execute contracts, deeds, instruments and assurance of property and in particular:</p> <p>a) Contracts for works and purchase of stores and materials.</p> <p>b) Service agreements.</p>	Full, except such items as may require the common seal of the Corporation under the Companies Act. 1956 or the Articles of

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
	c) Security bonds for the due performance of their duties by Company employees	Association of the Corporation, including Sections 48, 50 and 114 of the Companies Act, 1956.
	d) Lease agreements of houses, lands or other immovable property, including title deeds.	
<b>15.27</b>	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
<b>15.28</b>	a) Power to declare stores as surplus or unserviceable.	Full
	b) Power to sell/ dispose off surplus stores, stocks etc.	Full
<b>15.29</b>	Power to sanction disposal of sundry movable property/assets.	Full
<b>15.30</b>	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

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
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	Full
15.32	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
15.33	Power to award contracts of loading, unloading, clearance, handling, transport etc. of goods/ materials.	Full
15.34	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.
15.35	Power to sanction claims for demurrage/wharfage etc.	Full
15.36	Power to sanction write-off of bad debts.	Upto Rs. 1.00 lakh in each case.

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
15.37	Power to sanction expenditure on entertainment and business promotion expenses.	Full
15.38	Power to incur expenditure on liaison visits to other hotels/restaurants within India.	Upto Rs. 75,000/-pm.
15.39	Power to sponsor officers of the Corporation to travel/ business promotion exhibitions/marts/ conventions and study tours in India and abroad according to the business interest of the Corporation subject to Government approval as may be required from time to time.	Full
15.40	Power to approve membership of national and international organisation/ institution engaged in promotion of business relating to Corporation's activities.	Full
15.41	Power to re-imburse to employees of the Corporation the membership fee of statutory professional institutes/ organisations of which the employees are the members.	Full
15.42	Power to make nominations of officials of existing as well as new ITDC Units as persons responsible for the purpose of Prevention of Food Adultration 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

Entry No.	Nature of power delegated	Extent of Power and general conditions, if any
15.43	Power to insure loss or damage by fire or otherwise for such period and to such extent as the C&MD may think proper, all or any part of the goods, stores, products and other movable/immovable property of the Company either separately or jointly. Also to insure 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
15.44	Power to sanction hire charges for vehicles, mobile equipments, machinery from other Government Departments or elsewhere.	Full

**SECTION IV  
PURCHASE**

16.1	<p>Power to grant administrative approval for purchase of :-</p> <ul style="list-style-type: none"> <li>a) Land on free hold or lease hold</li> <li>b) Plant and Machinery</li> <li>c) Furniture</li> <li>d) Office equipments</li> <li>e) Vehicles</li> <li>f) Decorative items and artefacts</li> <li>g) Construction materials for projects</li> <li>h) Any other moveable or immoveable capital assets/ property.</li> </ul>	<p>Full, subject to specific funds being provided in the budget estimates for plan or non-plan schemes and upto Rs. 75.00 lakh for items not budgeted subject to funds required for new items being found from within the approved budget for the year.</p>
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Entry No. Nature of power delegated	Extent of Power and general conditions, if any
<b>16.2</b> Power to sanction purchase of: a) Raw materials b) Provision and fresh supplies c) Stores and spares d) Tools and equipment e) Land on free hold or lease hold basis f) Plant and Machinery g) Furniture h) Office equipments i) Vehicles j) Decorative items and artefacts k) Construction materials for projects l) Any other moveable or immoveable capital assets/ property.	Full
<b>16.3</b> Power to purchase at controlled rates/DGS&D rates without calling of tenders.	Full
<b>16.4</b> Power to purchase material at controlled rates or specified/ceiling rates approved by the Government.	Full
<b>16.5</b> Power to approve quantity variations in purchase orders/ contracts.	Full, subject to there being no change in the rates.
<b>16.6</b> Power to accept tenders when open tenders are invited.	Full
<b>16.7</b> Power to accept a tender other than the lowest.	Full, Reasons for not accepting the lowest to be recorded in writing.
<b>16.8</b> Power to accept tender when single tender is received after invitation of open/ limited tenders.	Upto Rs. 75.00 lakh
<b>16.9</b> Power to invite and accept single tender.	Upto Rs. 75.00 lakh in each case. Reasons for inviting and accepting single tender to be recorded in writing.

<b>Entry No.</b>	<b>Nature of power delegated</b>	<b>Extent of Power and general conditions, if any</b>
<b>16.10</b>	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.
<b>16.11</b>	Power to place repeat orders.	Full, subject to ensuring that there being no downward trend in the prices.
<b>16.12</b>	Power to make emergent purchases on any one item/occasion.	Upto Rs. 2.00 lakh
<b>16.13</b>	Power to waive liquidated damages in cases of late deliveries where no loss is involved.	Full
<b>16.14</b>	Power to waive liquidated damages in cases of late deliveries where actual loss is involved.	Full

**SECTION V  
SALES AND SERVICES**

<b>17.1</b>	Power to fix tariffs for various goods sold/ services rendered by the Corporation.	Full
<b>17.2</b>	Power to grant concessions / discounts to clients/ customers/ employees.	Full
<b>17.3</b>	Power to sanction commission to travel agents.	Full
<b>17.4</b>	Power to deal with 'on the spot' disputes of customers in settling their accounts.	Full

<b>Entry No.</b>	<b>Nature of power delegated</b>	<b>Extent of Power and general conditions, if any</b>
<b>17.5</b>	Power to negotiate regarding finalisation of bills to clients and to accept reduction therein on the merits of each case.	Full
<b>17.6</b>	Power to quote/ submit estimates for execution of deposit works and power to accept the same for execution on behalf of Central Govt./ State Govts and any other Govt./ Private organisation.	Full
<b>17.7</b>	Power to quote/ submit tenders for procuring the business for the Corporation.	Full

**SECTION VI  
MISCELLANEOUS AND CONTINGENCIES**

<b>18.1</b>	Power to incur expenditure on gift items.	Upto Rs. 75,000/- on each occasion.
<b>18.2</b>	Power to sanction expenditure on ceremonial occasions.	Full
<b>18.3</b>	Power to incur expenditure for any miscellaneous purpose not specified in this delegation:	
	a) Non-recurring expenditure	Upto Rs. 75,000/- in each case.
	b) Recurring expenditure	Upto Rs. 20,000/- per month in each case.
<b>18.4</b>	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 Corporations/ State Governments or any other Govt./ private organisation.	Full



<b>Entry No.</b>	<b>Nature of power delegated</b>	<b>Extent of Power and general conditions, if any</b>
<b>18.5</b>	Power to represent himself and/or nominate representatives from ITDC on the Board of Directors of joint venture companies incorporated/ to be incorporated in India and abroad in collaboration with State Tourism Development Corporations/ State Governments or any other Govt./ private organisation/ company set up/to be set up.	Full
<b>18.6</b>	Contingent expenses.	Upto Rs. 1.00 lakh in each case.

**SECTION VII  
SUB-DELEGATION**

<b>19.1</b>	Power to further delgate all or any of the powers for the time being vested in him to other officers/ staff of the Corporation subject to retaining of ultimate control and authority with him.	Full, subject to Section 292 of Companies Act, 1956.
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**SECTION VIII  
EMERGENT POWERS**

<b>20.1</b>	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 Board at its next meeting.
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