

Ref: SEC:208


Dated: 9th April 2013

OFFICE ORDER

Subject: Sub-delegation of powers to Shri Rajiv Nair,
Regional Manager(South)

In exercise of the powers delegated to him by the Board of Directors, Vice Chairman & Managing Director is pleased to authorise Shri Rajiv Nair, General Manager, Hotel Pondicherry Ashok, to exercise the powers as sub-delegated vide Office Order No. SEC:208 dated the 12th June 2006, with immediate effect and until further orders.

2 These powers shall be exercised by Shri Rajiv Nair within his own administrative and financial jurisdiction relating to Area Office(South) i.e. Regional Office(S).


(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. Shri Rajiv Nair, RM(S) – a copy of DOP is enclosed.
6. (OL) / (IT) Divisions

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref. SEC: 208

Dated 12.6.2006

OFFICE ORDER

Sub: Delegation of Powers to Sr Manager (AC-HR-South) and DFS Chennai.

In exercise of the powers delegated to him by the Board of Directors. C&MD is pleased to sub-delegate, with immediate effect the administrative and financial powers to Shri E. Vijayakumar, Sr. Manager (AC-HR-South) & DFS Chennai 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) Provisions contained in the Memorandum and Articles of the Corporation;
 - b) Powers delegated to the Chairman & Managing Director by the Board of Directors; and
 - c) 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 C&MD shall be final.


(C Stephen)
Company Secretary

To Shri E. Vijayakumar
Sr. Manager(AC-HR-South) & DFS Chennai

Distribution:

1. Director (Fin)
2. Sr VP/CVO
3. All VPs
4. All Corporate GMs
5. OSD to C&MD

INDIA TOURISM DEVELOPMENT CORPORATION LTD

Schedule of Powers annexed to Office Order No. SEC:208 dated 12th June 2006 regarding sub-delegation of powers to Senior Manager(AC-HR-south) & DFS Chennai

Entry No.	Nature of Power	Extent of power and general conditions, if any
	<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>	
6.1	Power to transfer employees of the Corporation from one station to another.	Full in respect of staff working under him for transfers on identical jobs within the units.
6.9	Power to grant advance of TA on transfer including other advances as admissible on transfer.	Full in respect of officers and 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.
	<p style="text-align: center;"><u>Leave</u></p>	
9.1	Power to grant leave to employees of the Corporation in accordance with the rules of the Corporation	Full in respect of staff and officers 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 and officers working under him. Leave includes all kinds of leave admissible under the rules. Arrangements of operation will be his responsibility.
	<p style="text-align: center;"><u>Allowances and Advances</u></p>	
11.2	Power to grant advance to employees for purchase of conveyance in accordance with the ITDC Advance (Grant & Recovery) Rules, 1974	Full in respect of staff working under him for the purchase of bicycles only and within budgetary limits.

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11.5	Power to grant overtime wages to Employees of the Corporation in accordance with the rules of the Corporation.	Full, subject to general instructions issued in this regard and other Rules and Regulations of the Corporation. A monthly statement to be submitted to the HOD.
11.6	Power to grant Festival Advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full.
11.7	Power to reimburse employees of the Corporation, medical expenses in accordance with the Medical Attendance Rules, 1978	Full
11.11	Power to grant salary advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full
<u>SECTION III</u> <u>WORKS/PROJECTS/BUSINESS</u>		
15.17	Power to sell surplus stores, stocks etc	Upto Rs 5000/- at a time in respect of stores declared surplus subject to following the prescribed procedure and with the concurrence of Finance. A report on each disposal shall be submitted to the headquarters.
15.20	Power to award contracts of loading, clearance, unloading, handling transport etc.	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.
<u>SECTION IV</u> <u>MISCELLANEOUS</u>		
16.1	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,	Full as per the prescribed policy and with the concurrence of Finance.

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	all or any part moveable/immovable property of the company either separately or 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.	
16.9	Power to incur expenditure on gift items up to Rs. 10,000/- on each occasion.	Upto Rs 100/- per item subject to a limit of Rs 1000/- per annum. Particulars of gifts made will be submitted to Hqrs.
16.13	Power to sanction claims of demurrage/wharfage etc.	Up to Rs 5000/- in consultation with in-charge of Accounts. A monthly report shall be submitted to Hqrs.
	<u>SECTION V</u> <u>PURCHASE</u>	
17.1	Power to sanction purchase of : a)Raw materials b)Provision & fresh supply c)Plant and Machinery d) Stores and spares. e)Tools and equipment f)Other capital items	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 to purchase procedure and budget provision.
17.10	Power to make emergent purchase up to Rs 2500/- on any one item/occasion.	Upto Rs 500/- in each case for miscellaneous stores only subject to maximum of Rs 5000/- per annum and budget provisions & adherence to purchase procedure.
	<u>SECTION VI</u> <u>SALES AND SERVICES</u>	
18.3	Power to sanction commission to Travel Agents.	Full at the rates normally allowed in the trade. Any special arrangements made with the travel agents should be with the approval of HOD/Director.
	<u>SECTION VII</u> <u>CONTINGENCIES</u>	
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: a) Repairs to furniture. b)repairs of bicycle	Full subject to budget provision.

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	c) Purchase of books and periodicals	Upto Rs 500/- subject to budget provision.
	d) Printing of stationery	Full subject to budget provision.
	e) advertisement charges	Full in respect of Publicity & Advertisement subject to budget provision and guidelines from headquarters.
	f) establishment charges	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.

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