

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref: SEC:182(Project)

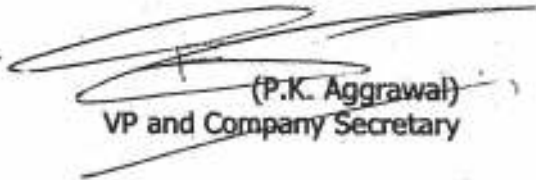
Dated: 14th November 2008

OFFICE ORDER

**Sub: Sub- delegation of powers to the Executives
of the Engineering Division – addition thereof**

In continuation of Office Order of even number dated the 2nd July 2007, Chairman & MD, in exercise of the powers delegated to him by the Board of Directors in its meeting held on 25th April 2007, has approved addition of Entry No. 15.9(a) below the Entry No. 15.9 in the schedule of powers to various functionaries of the Engineering Division. A copy of the same is enclosed.

2 Other contents of the Office Order dated the 2nd July 2007 will remain the same.


(P.K. Aggrawal)
VP and Company Secretary

Distribution:

1. Director (Fin)
2. Director(C&M)
3. Sr VP (Engg)
4. All VPs
5. All Corporate GMs
6. GMs-All HCE Units
7. Dy GM(Admn)
8. OSD to C&MD

Existing

| Entry No. | Nature of power delegated | Sr Vice President | Vice President | General Manager | Dy General Manager | Sr Manager | Manager | General condition |
|-----------|--|-------------------|----------------|-----------------|--------------------|-------------|-------------|--|
| 15.9 | Power to award works without calling tenders | Rs 25.00 lakh | Rs 15.00 lakh | Rs 2.00 lakh | Rs 50,000/- | Rs 20,000/- | Rs 10,000/- | The power to be executed only in emergent cases and the reasons for exigencies to be recorded and subject to scrutiny by Scrutiny Cell and concurrence by Finance. |

Additional

| Entry No. | Nature of power delegated | Sr Vice President | Vice President | General Manager | Dy General Manager | Sr Manager | Manager | General condition |
|-----------|---|-------------------|----------------|-----------------|--------------------|------------|---------|---|
| 15.9(a) | Power of emergent purchases by market survey and collection of spot quotations through Purchase Committee | Rs 2.00 lakh | Rs 2.00 lakh | -Nil- | -Nil- | -Nil- | -Nil- | Emergency should be recorded / justified on record. The 3-member Committee should be approved by VP / Sr VP(Engg) and should include (a) Accounts representative nominated by Accounts Incharge of Engineering Division; and (b) an Engineer who should be of atleast Manager rank. |

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref: SEC:182(Project)

Dated: 2nd July 2007

OFFICE ORDER

**Sub: Sub- delegation of powers to the Executives
of the Engineering Division**

In exercise of the powers delegated to him by the Board of Directors in its meeting held on 25th April 2007, the Chairman and Managing Director is pleased to sub-delegate, with immediate effect, the revised administrative and financial powers to various functionaries of the Engineering Division, as set forth in the enclosed schedule of powers.

2. The powers given in the attached schedule shall be exercised by the concerned executives within their 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
- (d) Directives/instructions issues from time-to-time by the Government, Central Vigilance Commission, Comptroller & Auditor General of India and other concerned authorities.

3 This Order is issued in supersession of Office Order of even number dated 29.9.1995 and in partial modification of Office Order No. SEC:182(HOD) dated 22.9.1986, as amended from time-to-time.

4. In case of any doubt as to the interpretation of sub-delegation of powers, the decision of the Chairman & MD shall be final.


(C Stephen)
Company Secretary

Distribution:

1. Director (Fin)
2. Sr VP - (AC)/(Hotels)/(Engg)
3. All VPs
4. All Corporate GMs
5. GMs-All HCE Units
6. Dy GM(Admn)/(CS-OL)
7. OSD to C&MD

| | | INDIA TOURISM DEVELOPMENT CORPORATION LTD | | | | | | |
|---|---|---|---|-----------------|-------------------------------------|------------|---------|---|
| | | Sub-Delegation of Powers to the executives of Engineering Division | | | | | | |
| | | EXTENT OF POWER | | | | | | |
| Entry number | Nature of power delegated | Sr.Vice President | Vice President | General Manager | Dy.Gen.Manager | Sr.Manager | Manager | General Conditions |
| SECTION I | | | | | | | | |
| ADMINISTRATION | | | | | | | | |
| Recruitment | | | | | | | | |
| 2.1 | Power to make recruitment and selection to posts in accordance with the ITDC Recruitment, Promotion & Seniority Rules. | Full in respect of non-executive employees for project works/sites. | Full in respect of non-executive employees for project works/sites. | Nil | Nil | Nil | Nil | Recruitment process to be handled by the HR Division. For project based temporary requirement, HR Divn. will initiate immediate action on receipt of requirement from Engg. Divn.duly approved by C&MD. |
| Leave | | | | | | | | |
| 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 | Full | Full | Full, except PL for officers | Only CL | Only CL | In respect of officers/ staff under them. |
| 9.2 | Power to grant permission to affix and suffix holidays with leave and/or joining time. | Full | Full | Full | Full, in respect of staff under him | Nil | Nil | |
| Allowances, Advances and other Benefits to employees | | | | | | | | |
| 11.7 | Power to sanction permanent advance/imprest. | Full | Full | Rs. 15,000/- | 5000/- | Nil | Nil | To officers who, by nature of their assignments, need to spend on day to day basis for works and purchases and with concurrence of Finance. Adjustment to be submitted on monthly basis. |

| Entry number | Nature of power delegated | Sr.Vice President | Vice President | General Manager | Dy.Gen.Mana-ger | Sr.Manager | Manager | General Conditions |
|--------------|---|-------------------|----------------|-----------------|-----------------|---------------|-------------|--|
| | Administration-General | | | | | | | |
| 13.5 | Power to sanction telephone (including residential telephones) | Full | Full | Nil | Nil | Nil | Nil | In respect of new temporary telephone connections at project sites only. |
| 13.6 | Power to write-off losses in each case: (a) Losses not due to theft, fraud or negligence. (b) Losses due to theft, fraud or negligence. | Rs. 75,000/- | Rs. 50,000/- | Nil | Nil | Nil | Nil | Subject to conducting formal inquiry and reporting to Director/ C&MD |
| 13.8 | Power to incur expenditure on immediate safety of employees, plants and machinery etc within works, premises and townships. | Full | Full | Rs. 25,000/- | Rs. 10,000/- | Rs. 5,000/- | Rs. 2,000/- | In consultation with Finance |
| | SECTION III | | | | | | | |
| | WORKS/PROJECTS/BUSINESS | | | | | | | |
| 15.1 | Power to grant administrative approval of purchases/ works/ projects and business proposals on the basis of preliminary estimates. | Rs. 1.00 crore | Rs. 75.00 Lakh | Rs. 30.00 Lakh | Rs. 15.00 Lakh | Nil | Nil | Subject to availability of budget provision for the works approved by the competent authority. |
| 15.2 | Power to grant technical sanction to detailed estimates for works/projects | Full | Full | Rs. 50.00 Lakh | Rs. 15.00 Lakh | Rs. 5.00 Lakh | Nil | Subject to budget provision and approval of the project by the competent authority. For scheduled items, CPWD/State PWD schedule of rates will be adopted with applicable cost indices. For non-scheduled items, market rates and/ or rates based on latest awarded contracts with due adjustments for low-rated/ high rated items will be adopted. The cost estimates will be subject to scrutiny by Scrutiny Cell. |

| Entry number | Nature of power delegated | Sr. Vice President | Vice President | General Manager | Dy. Gen. Manager | Sr. Manager | Manager | General Conditions |
|--------------|--|--|--|-----------------|------------------|--------------|--------------|---|
| 15.5 | Power to accept tenders for works when open tenders are invited | Rs.3.50 crore | Rs.2.75 crore | Rs.50.00 Lakh | Rs.20.00 Lakh | Rs.5.00 Lakh | Rs.2.00 Lakh | Subject to vetting of proposal by Scrutiny Cell and concurrence by Finance. The accepted/ awarded value shall not exceed more than 5% of technical sanctioned/ justified estimates. However, in case of exigency, tender can be accepted upto 10% in excess of TS/ Justified estimates by recording reasons and shall be approved by the next higher authority. |
| 15.6 | Power to accept tender when single tender is received after invitation of open/ limited tenders. | Rs.40.00 Lakh in the first instance and upto Rs.1.00 crore when again single tender is received against the same open tender 2nd time. | Rs.25.00 Lakh in the first instance and upto Rs.75.00 lakh when again single tender is received against the same open tender 2nd time. | Rs.7.50 Lakh | Rs.2.00 Lakh | Nil | Nil | Subject to vetting of proposal by Scrutiny Cell and concurrence by Finance. For accepting the tender in 1st instance, reasons for not calling tenders again may be recorded. Condition that the accepted value will not exceed 5% or 10% of TS/ justified estimates as per DOP 15.5 above will apply in this DOP also. |
| 15.7 | Power to accept a tender other than the lowest. | Rs.1.25 crore | Rs.1.00 crore | Rs.15.00 Lakh | Rs.5.00 Lakh | Nil | Nil | Subject to vetting the proposal by Scrutiny Cell and concurrence by Finance. Reasons for not accepting lowest tender to be recorded in writing. Condition that the accepted value will not exceed 5% or 10% of TS/ justified estimates as per DOP 15.5 above will apply in this DOP also. |
| 15.8 | Power to invite and accept limited tenders. | Rs.3.00 crore | Rs.2.50 crore | Rs.50.00 Lakh | Rs.10.00 Lakh | Rs.2.00 Lakh | Nil | For works valuing more than Rs. 15.00 lakhs, limited tender only for specialised nature of jobs for which limited agencies are in the market and Subject to inviting tenders from the approved panel/ lists. Award of work subject to vetting by Scrutiny Cell and concurrence by Finance. |

| Entry number | Nature of power delegated | Sr. Vice President | Vice President | General Manager | Dy. Gen. Manager | Sr. Manager | Manager | General Conditions |
|--------------|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------|--|
| 15.9 | Power to award works without calling tenders. | Rs. 25 Lakh | Rs. 15.00 Lakh | Rs. 2.00 Lakh | Rs. 50,000/- | Rs. 20,000/- | Rs. 10,000/- | The power to be exercised only in emergent cases and the reasons for exigencies to be recorded and subject to scrutiny by Scrutiny Cell and concurrence by Finance. |
| 15.10 | Power to engage and sanction fee and out of pocket expenses to Architects, technical consultants for works/ consultancy assignments etc. | Rs. 15.00 Lakh | Rs. 10.00 Lakh | Nil | Nil | Nil | Nil | From the approved panel of architectural/ consultants or for specialised works, through transparent bidding system. For studies/ surveys/ models/ digitisation etc. connected with consultancy assignments, the consultants can be engaged on nomination basis up to a total fee of Rs. 50,000/- subject to recording justification/reasons in writing. |
| 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. | Rs. 30.00 Lakh | Rs. 20.00 Lakh | Rs. 5.00 Lakh | Nil | Nil | Nil | |
| 15.13 | Power to sanction extra/ supplementary/ substituted items and/ or quantity deviations of tender items in contracts for works/ schemes/ proposals | Upto 40% of work order amount. | Upto 30% of work order amount. | Upto 20% of work order amount. | Upto 15% of work order amount. | Upto 10% of work order amount. | Nil | In respect of works awarded in his own powers or in the powers of his junior executives. Reasons should be recorded in each case and subject to vetting by Scrutiny Cell. For quantity deviation in tender items, if in post completion comparative statement, tender position is reversed, the value of tender items is restricted to overall lowest in post comparative statement. For deposit works, availability of funds/sanctioned amount from the client to be ensured. |

| Entry number | Nature of power delegated | Sr. Vice President | Vice President | General Manager | Dy. Gen. Manager | Sr. Manager | Manager | General Conditions |
|--------------|---|---|---|---|---|---|---|--|
| 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. | Upto 40% of work order amount. | Upto 30% of work order amount. | Upto 20% of work order amount. | Upto 15% of work order amount. | Upto 10% of work order amount. | Nil | In respect of works awarded in his own powers or in the powers of his junior executives. Reasons should be recorded in each case. For quantify deviation in tender items, extra care should be taken in respect of AHR items and ALR items to ensure that in post completion comparative statement, tender position is not reversed. For deposit works, availability of funds/sanctioned amount from the client to be ensured. |
| 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. | Upto 75% of the amount recommended by the engineer in-charge. | Upto 75% of the amount recommended by the engineer in-charge. | Upto 75% of the amount recommended by the engineer in-charge. | Upto 75% of the amount recommended by the engineer in-charge. | Upto 75% of the amount recommended by the engineer in-charge. | Upto 75% of the amount recommended by the engineer in-charge. | In respect of contracts awarded within his power and as certified by Engineer in-charge. Two consecutive adhoc payments will not be released for the same work. The regular bill will be based on detailed measurements in the prescribed Measurement Book and subject to scrutiny by Engineer in-charge. The balance payment will be released after detailed checking of the bill by Accounts. |
| 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. | Upto 75% of the amount recommended by the Project Engineer | Upto 75% of the amount recommended by the Project Engineer | Upto 75% of the amount recommended by the Project Engineer | Upto 75% of the amount recommended by the Project Engineer | Upto 75% of the amount recommended by the Project Engineer | Nil | In respect of contracts awarded within his power and as certified by Engineer in-charge. Two consecutive adhoc payments will not be released for the same work. |
| 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 executions or non-execution of works. | Full | Full | Full | Full | Full | Full | Only in respect of contract awarded within his power and subject to vetting by Scrutiny Cell and maintaining proper hindrance register at site. Running payments will be released on the basis of provisional extension of time. |

| Entry number | Nature of power delegated | Sr.Vice President | Vice President | General Manager | Dy.Gen.Manager | Sr.Manager | Manager | General Conditions |
|--------------|--|-------------------|----------------|---|---|--|---|--|
| 15.21 | Power to forfeit earnest money, security deposits or other money paid by the contractor on breach of agreement or contract. | Full | Full | Full | Full | Full | Full | In respect of contracts entered into under their power and subject to reporting to the next higher authority. |
| 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. | Rs. 1.00 crore | Rs. 75.00 Lakh | Rs. 20 Lakh | Rs. 5.00 Lakh | Rs. 1.00 Lakh | Rs. 50,000/- | Justification for not executing the work through contractor to be recorded in writing. Muster roll labour is to be employed in such a manner that they can not claim regularisation. |
| 15.25 | Power to cut trees and dismantle material for implementing sanctioned schemes/works and dispose off dismantled material | Full | Full | Rs. 50,000/- | Rs. 20,000/- | Rs. 10,000/- | Rs. 5,000/- | Adjustment account of advance drawn for the purpose to be submitted within a month and in consultation with Finance. Cutting of trees subject to approval/permission of concerned statutory authority. |
| 15.26 | Power to enter into and execute contracts, deeds, instruments and assurance of property and in particular: (a) Contracts for works and purchases of stores and materials; (b) Service agreements | Full | Full | In respect of contracts approved by Sr.VP/VP or awarded within his powers | In respect of contracts approved by GM or awarded within his powers | In respect of contracts approved by Dy.GM or awarded within his powers | In respect of contracts approved by Sr.Manager or awarded within his powers | In respect of contracts accepted by the competent authority or awarded within his powers and according to approved standard terms and conditions. |
| 15.28 | Power to declare stores as surplus or unserviceable and also to sell/dispose off the store declared surplus or unserviceable. | Rs. 10.00 Lakh | Rs. 5.00 Lakh | Rs. 1.00 Lakh | Rs. 50,000/- | Rs. 10,000/- | Nil | By following prescribed procedure, fixing reserve price, prescribing mode of disposal etc. and subject to concurrence by Finance. The limit refers to the book value of the items. |

| Entry number | Nature of power delegated | Sr.Vice President | Vice President | General Manager | Dy.Gen.Manager | Sr.Manager | Manager | General Conditions |
|--------------|---|---------------------|---------------------|------------------------|-------------------------|---------------------|---------------------|--|
| 15.29 | Power to sanction disposal of sundry movable property/assets | Rs.10.00 Lakh | Rs.5.00 Lakh | Rs.1.00 Lakh | Rs.50,000/- | Rs.10,000/- | Nil | In respect of sundry moveable property/assets other than Plant & Machinery, i.e. dead stocks, waste papers, condemned furniture, office equipments etc. and by following prescribed procedure, fixing reserve price, prescribing mode of disposal etc. and subject to concurrence by Finance. The limit refers to the book value of the items. |
| 15.30 | 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 | Rs.5.00 Lakh at a time | Rs.2.00 Lakh at a time. | Rs.50,000/- | Rs.25,000/- | Subject to budget provision and vetting by Scrutiny Cell and concurrence by Finance. The limit include materials issued from stores and labour employed departmentally. These powers are only to be executed if work is to be carried out under supervision of Corporate Engineering Division. |
| 15.31 | Power to sanction Establishment and other office expenses | Full as per actuals | Full as per actuals | Full as per actuals | Full as per actuals | Full as per actuals | Full as per actuals | In respect of project site offices and connected with the projects, which mainly include printing & stationery, postage, telephone and other communication exp., electricity & water and other office exp. at project site and statutory payments to local authorities connected with the projects. |
| 15.33 | Power to award contracts of loading, unloading, clearance, handling, transport etc. of goods/materials | Full | Full | Rs.50,000/- | Rs.25,000/- | Rs.15,000/- | Nil | Subject to budget provision and concurrence by Finance. |
| 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 | Full | Nil | Nil | Nil | Nil | Reasons to be recorded in writing. |

| Entry number | Nature of power delegated | Sr. Vice President | Vice President | General Manager | By Gen. Manager | Sr. Manager | Manager | General Conditions |
|-------------------|---|--------------------|----------------|-----------------|-----------------|-------------|---------|--|
| 15.35 | Power to sanction claims for damage/wharfage etc. | Rs. 2.00 Lakh | Rs. 1.50 Lakh | Rs. 50,000/- | Rs. 25,000/- | Nil | Nil | Subject to concurrence by Finance. Cases for more than Rs. 25,000/- will be reported to Director / C&MD |
| 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 co-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 | Full | Full | Full | Full | Full | As per prescribed insurance policy and with the concurrence by Finance. |
| 15.44 | Power to sanction hire charges for vehicles, mobile equipments, machinery at project sites from other Government Departments or elsewhere | Full | Rs. 1.00 Lakh | Rs. 25,000/- | Rs. 10,000/- | Nil | Nil | In each case and subject to budget provision and concurrence by Finance. |
| SECTION IV | | | | | | | | |
| PURCHASE | | | | | | | | |
| 16.1 | Power to grant administrative approval for purchase of | | | | | | | |
| | a) Raw materials | Rs. 1.00 crore | Rs. 75.00 Lakh | Rs. 30.00 Lakh | Rs. 15.00 Lakh | Nil | Nil | In respect of sanctioned projects and subject to availability of budget provision approved by Competent Authority. |
| | b) Stores and spares | | | | | | | |
| | c) Tools and equipment | | | | | | | |
| | d) Plant and Machinery | | | | | | | |
| | e) Furniture | | | | | | | |
| | f) Office equipments | | | | | | | |
| | g) Vehicles | | | | | | | |
| | h) Construction materials for projects | | | | | | | |
| | i) Any other moveable capital assets/ property | | | | | | | |

| Entry number | Nature of power delegated | Sr. Vice President | Vice President | General Manager | Dy. Gen. Manager | Sr. Manager | Manager | General Conditions |
|--|--|---|--|-----------------|------------------|--------------|-------------|--|
| 16.2 | Power to sanction purchase of: a) Raw materials b) Stores and spares c) Tools and equipment d) Plant and Machinery e) Furniture f) Office equipments g) Vehicles h) Construction materials for projects i) Any other moveable capital assets/ property (other than art objects) | Full | Rs.50.00 Lakh | Rs.10.00 Lakh | Rs.5.00 Lakh | Rs.2.00 Lakh | Rs.75,000/- | Subject to administrative approval of Competent Authority as per DOP 16.1 and in accordance with purchase procedures and subject to concurrence of Finance. |
| 16.3 | Power to purchase at controlled rates/DGS&D rates without calling of tenders | Full | Full | Rs.10.00 Lakh | Rs.5.00 Lakh | Rs.2.00 Lakh | Rs.75,000/- | Subject to administrative approval of Competent Authority as per DOP 16.1 and subject to concurrence of Finance. |
| 16.13 | Power to waive liquidated damages in cases of late deliveries where no loss is involved. | Full | Full | Full | Full | Full | Full | In respect of purchase orders approved within his powers. |
| 16.14 | Power to waive liquidated damages in cases of late deliveries where actual loss is involved | Full | Full | Rs.50,000/- | Rs.25,000/- | Nil | Nil | In respect of purchase orders approved within his powers and subject to immediate reporting to next higher authority. If loss suffered is more than Rs. 75,000/- to be reported to Director(Fin)/ C&MD |
| SECTION VI | | | | | | | | |
| MISCELLANEOUS AND CONTINGENCIES | | | | | | | | |
| 18.1 | Power to incur expenditure on gift items. | Upto Rs.5,000/- per item subject to a limit of Rs. 1.00 Lakh p.a. | Upto Rs.3,000/- per item subject to a limit of Rs. 75,000/- p.a. | Nil | Nil | Nil | Nil | |
| 18.2 | Power to sanction expenditure on ceremonial occasions | Rs.1.50 Lakh | Rs.1.00 Lakh | Rs.50,000/- | Rs.25,000/- | Rs.10,000/- | Nil | On each occasion, in respect of special occasion, such as inaugural function, foundation stone laying ceremony etc. connected with the project and subject to budget provision. |