

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref: SEC:182(Hotels)

Dated: 4.7.2016

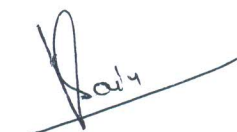
OFFICE ORDER

Subject: Sub-delegation of Powers to the Resident Manager, The Ashok, New Delhi

In partial modification of Office Order of even number dated the 2nd October 1993 and in exercise of the powers delegated to him by the Board of Directors, C&MD is pleased to sub-delegate, with immediate effect, following power to the Resident Manager, The Ashok, New Delhi:

Entry No	Nature of power	Extent of Power and general conditions, if any
16.12 (17.10)	Power to make emergent purchases on any one item/ occasion.	Upto Rs 15,000/- on any one item/ occasion.

2 This issues with the approval of Chairman & MD.


(V.K. Jain)
Company Secretary

Distribution

- (1) D(F) / D(C&M)
- (2) All HODs -
- (3) GM, The Ashok
- (4) OSD to C&MD
- (5) Manager(IT)
- (6) AM(OL)

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED
Scope Complex, Core 8, 7 Lodi Road New Delhi - 110003

SEC:182(Hotels)

Dated: 2.10.93

OFFICE ORDER

Sub: Sub-delegation of powers to the Resident Manager,
Ashok Hotel, New Delhi

In partial modification of Office Order of even number dated 21.8.84 sub-delegating powers to Resident Managers/Executive Managers of ITDC hotels and in exercise of the powers delegated to him by the Board of Directors, the Chairman & Managing Director is pleased to sub-delegate, with immediate effect, the administrative and financial powers as set forth in the enclosed schedule, to the Resident Manager, Ashok Hotel, New Delhi.

- 2 These powers shall be exercised keeping in view the following:-
- a) provisions contained in the Memorandum and Articles of Association of the Corporation;
 - b) powers delegated to the Chairman & Managing Director by the Board of Directors;
 - c) general financial principles, such as economy, prudential management, sanction of competent authority, availability of budget provisions etc.


(C. Stephen)
Company Secretary

To

Resident Manager,
Ashok Hotel,
New Delhi

Distribution :

- 1. All Sr VPs/ED(V)/VPs
- 2. AVP(Ashok)
- 3. GM(Accounts), Ashok Hotel, New Delhi
- 4. GM(H-PY/GM(IA)/GM(A/cs)
- 5. OSD to C&MD
- 6. PS to C&MD

Schedule annexed to Office Order No. SEC:182(Hotels)
dated 2.10.93 regarding sub-delegation of powers to
Resident Manager, Ashok Hotel, New Delhi

Entry No.	Nature of Power	Extent of power and general conditions, if any
<u>SECTION-I</u>		
<u>ADMINISTRATION</u>		
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 below Rs 2200-4000/-.
2.3	Power to fix pay on initial appointment in respect of staff which the Chairman and Managing Director is authorised to appoint.	At the minimum of the scale in respect of posts carrying scales of pay below Rs 2200-4000 and in deserving cases upto three stages above the minimum on the recommendation of the Selection Committee.
6.	<u>Transfer, Joining Duty, Travelling Allowance, Handing over Charge etc.</u>	
6.9	Power to grant advance of TA on transfer including other advances as admissible on transfer.	Full in respect of 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 his own and staff working under him including local journeys on official work. For outstation journey/tour, the sanctioning authority in respect of him will be VP(H) and in respect of the staff the Head of the Unit will be the Sanctioning Authority.
7.	<u>Discipline</u>	
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 below Rs 2200-4000/-.
7.2	Power to take disciplinary action against (a) employees appointed by his subordinates, and (b) employees appointed by him.	Full in respect of posts carrying scales of pay below Rs 2200-4000/-.
8.	<u>Resignation</u>	
8.1	Power to accept resignation in respect of officers/employees of the Corporation.	Full in respect of posts carrying scales of pay below Rs 2200-4000/- in consultation with Vigilance & Security Division.

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Entry No.	Nature of Power	Extent of power and general conditions, if any
<u>9. Leave</u>		
9.1	Power to grant leave to employees of the Corporation in accordance with the rules of the Corporation.	i) Full in respect of staff working under him where no reliever is required to be posted from Hqrs. This include LTC and Leave Encashment in accordance with the rules. ii) Arrangement of work will be the responsibility of the Sanctioning Authority.
9.2	Power to grant permission to affix and suffix holidays with leave and/or joining time.	Full in respect of staff working under him.
<u>10. Promotion</u>		
10.4	Power to grant normal and additional increments.	Full in respect of normal increment to staff working under him.
10.6	Power to permit persons to cross efficiency bar in the time scales of pay.	Full in respect of posts where he can grant normal increments.
<u>11. Allowances and Advances</u>		
11.2	Power to grant advances to employees for purchase of conveyance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full in respect of advance for purchase of bicycle for staff subject to budget provision.
11.5	Power to grant overtime wages to employees of the Corporation in accordance with the Rules of the Corporation.	i) Full subject to general instructions issued from Hqrs. and other rules and regulations. ii) Overall responsibility rests with Unit Head. iii) A report to Hqrs. shall be submitted categorywise every month in respect of the overtime sanctioned.
11.6	Power to grant festival advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full
11.11	Power to grant Salary Advance in accordance with the ITDC Advances (Grant & Recovery) Rules, 1974.	Full

SECTION IV

MISCELLANEOUS

16.10	Power to sanction expenditure on entertainment subject to limits laid down in the Rules applicable from time to time.	Upto Rs 1,000/- per annum in his own hotel and subject to general instructions issued by Hqrs. The ceiling refer to KOT cost. List of guests entertained should be maintained.
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<u>Entry No.</u>	<u>Nature of Power</u>	<u>Extent of power and general conditions, if any</u>
<u>SECTION V</u>		
<u>PURCHASE</u>		
17.1	Power to sanction purchase of provision and fresh supplies.	Full in respect of perishable items like vegetables, fruits, fish, meat poultry, provisions etc. Purchase above Rs 500/- should be made either on the basis of tenders/quotation or by purchase committee which will inter-alia include the Head of the Deptt. concerned and a representative of the Accounts Deptt.
<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 arrangement with Travel Agents should be with the approval of Hqrs.
18.4	Power to deal with 'on the spot' disputes of customers in settling their accounts.	Full. A report should be sent to Hqrs. when amounts more than Rs 500/- are foregone in any case.
18.5	Power to negotiate regarding finalisation of bills to clients and to accept reduction therein on the merits of the each case.	Full. A report should be sent to Hqrs. when amounts more than Rs 500/- are foregone in any case.

C. Stephen

(C. Stephen)
Company Secretary

SEC: 182(Hotels)

Dated : 21.8.1984

OFFICE ORDER

SUBJECT: Sub-delegation of powers to the Resident Managers /
Executive Managers of ITDC Hotels.

In exercise of the powers delegated to him by the Board of Directors, the Managing Director is pleased to sub-delegate with effect from August 13, 1984 the administrative and financial powers as set forth in the enclosed schedule to the Resident Managers/ Executive Managers of ITDC Hotels.

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

- (a) provisions contained in the Memorandum and Articles of Association of the Corporation;
- (b) powers delegated to ^{the} Managing Director by the Board of Directors;
- (c) general financial principles, such as economy, prudential management sanction of competent authority, availability of budget provisions etc.

El. Hukral
(Smt. C.K. THUKRAL)
Dy. Secretary (H&C)

Distribution:

- 1. All Resident Managers/Executive Managers of ITDC Hotels
- 2. All HODs
- 3. All GMs of ITDC Hotels
- 4. G.M. (Accounts)
- 5. All Officers of the Hotels Divisions
- 6. Dy. C.I.A.
- 7. DGM (Admn.)
- 8. Asstt. Secretary.

**SCHEDULE ANNEXED TO OFFICE ORDER NO. 182 (HOTELS)
DATED 21.8.1984 REGARDING SUB-DELEGATION OF
POWERS TO RESIDENT MANAGERS/EXECUTIVE MANAGERS
OF ITDC HOTELS.**

Sl.No. (1)	Nature of power (2)	Extent of power (3)	General Conditions (4)
ADMINISTRATIVE POWERS			
1.	LEAVE		
	(a) Earned Leave	Full where no reliever is required to be posted from Hqrs.	Subject to the condition that arrangement of work will be the responsibility of the sanctioning authority.
	(b) Casual Leave	Full	
2.	PAY & ALLOWANCE		
	Sanction of overtime work and payment of overtime allowance	Full	<ol style="list-style-type: none"> Subject to general instructions issued from Hqrs. and other rules and regulations. Overall responsibility will rest with General Manager. A report to Hqrs. shall be submitted category wise every month in respect of the over time sanctioned.
3.	SANCTION OF ADVANCE TO STAFF		
	(a) Advance of TA/DA on tour	Full in respect of the staff under his control below the scale of Rs. 700-1300 and those drawing consolidated pay upto Rs. 1000/-p.m.	Subject to the provisions of Advance (Grant & Recovery) Rules, 1974 as amended from time to time.
	(b) Advance of Pay & TA on Transfer.		
	(c) Advance of leave Salary		
	(d) Advance of Leave Travel Concession.		
	(e) Festival advance.		
	(f) Advance for purchase of bicycle.	Full in respect of staff under his control drawing basic pay of less than Rs. 800/-p.m.	

(1) (2)

(3)

(4)

4. FINANCIAL POWERS

Other Stores - Sanction of purchase of: Perishable items like vegetables, fruit, fish, meat poultry, provisions etc.

Full

Purchase above Rs. 500/- should be made either on the basis of tenders/quotations or by purchase committee which will inter-alia include the Head of the Deptt. concerned and a representative of the Accounts Deptt.

5. GENERAL POWERS PECULIAR TO HOTEL INDUSTRY

Power to deal with 'on the spot' disputes raised by clients in settling their accounts

Full

A report should be submitted to the G.M. when amount more than Rs. 50/- are foregone in any case.

6. ENTERTAINMENT

Upto Rs. 500/-

- i) In his own hotel.
- ii) the ceiling refers to the KOT coat.
- iii) List of guests entertained should be maintained.
- iv) Subject to General Instructions from Hqrs.

Chittur
(Smt. C K Thukral)
Dy. Secretary (H&C)