

भारत पर्यटन विकास निगम लि. India Tourism Development Corporation Ltd.

(भारत सरकार का एक उपक्रम)
(A Government of India Undertaking)

CIN-L74899DL1965GOI004363

Website-www.theashokgroup.com



तारीख
Date

22.01.2020

निर्देश
Reference

Ref: SEC: COORD: 134

Manager,
Department of Corporate Services
The Stock Exchange, Mumbai
Floor 25, P.J. Towers, Dalal Street
Mumbai- 400 001
Scrip code : 532189

Listing Department,
National Stock Exchange of India Limited
Exchange Plaza, Bandra Kurla Complex,
Bandra (East),
Mumbai – 400 051.
Scrip Symbol – ITDC (EQ)

Sub: Adoption of Policy for issue of Mobiles phones, Laptops for CMD, Functional Directors and after utilization by them during specified period sale of these old Mobiles phones, Laptops to them at specified percentage of cost as per the policy.

Sir/Madam,

Intimation is given pursuant to the provisions of Regulation 23 of SEBI (LODR) regulation 2015, the Board of Directors and the Audit Committee of the Company in its meeting held on 03.01.2020 have adopted the Policy for issue of Mobiles phones, Laptops for CMD, Functional Directors and after utilization by them during specified period sale of these old Mobiles phones, Laptops to them at specified percentage of cost as per the policy. Copy of Policy is also enclosed herewith.

Thanking you,

For India Tourism Development Corporation Limited

V. K. JAIN
COMPANY SECRETARY

INDIA TOURISM DEVELOPMENT CORPORATION
(Administration Division)

Ref: Admn/Policy/Jan 2020/4262.

22.1.2020

Policy for Issue of Mobile / Laptop / Office Bag to Functional Directors including CVO

The following policy for Mobile phone, Laptop and Office Bag is issued for Functional Directors including CVO:

a) Mobile phones:

S.No	DESIGNATION	Maximum Cost ceiling (Rs.)
1.	C&MD, Functional Directors and CVO	50,000/- + taxes

- i. Life of handset: 2 years. Officers will be eligible to buy new handset on completion of the life of the handset, as mentioned from the date of previous invoice.
- ii. Eligible officers may purchase handset of their own choice and claim reimbursement of amount prescribed above or actuals whichever is lower against submission of original bill. Handset will be purchased from any Authorized dealer who has tax registration.
- iii. The Corporation may also purchase and provide the handset on specific request of the officer.
- iv. All officers will have to compulsorily buyback the handset @ 5% of the amount paid by ITDC at the time of purchase (excluding taxes) after completion of 2 years.
- v. Officials separating / retiring / deputationists on repatriation to their parent department before the expiry of the life of handset will have to compulsorily retain the handset and will be required to pay the amount towards the cost of handset as under:
 - (a) Separating/retiring within six months after getting the handset: To pay 75% of the cost (including buyback cost of 5%)
 - (b) Separating/retiring within six months to one year after getting the handset: To pay 50% of the cost (including buyback cost of 5%)
 - (c) Separating/retiring after one year to two years after getting the handset: To pay 25% of the cost (including buyback cost of 5%)
- vi. The officer may draw advance for purchase of the handset. However, the advance must be settled within a period of one month. Failing to settle within one month from the date of withdrawal of advance will invite penalty charge @2% per completed month or a part thereof. In case the amount is not settled within three months, the amount has to be deposited alongwith penalty charges. It shall also be treated that the officer is not keen to buy the Mobile phone. He/She shall be barred to purchase the Mobile phone for one year.
- vii. The mobile handset so purchased is meant for official purposes and will be the property of the corporation till expiry of its life span/buyback by the employee.
- viii. The mobile handset shall be purchased in the name of the corporation
- ix. ITDC will maintain the handset and bear the cost
- x. Insurance for the handsets against repairs/theft/loss will be obtained by ITDC and the cost of insurance will be borne by ITDC

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b) Laptop:

S.No	DESIGNATION	Maximum Cost ceiling (Rs.)
1.	C&MD, Functional Directors and CVO	As per actuals

- i. Life of Laptop: 3 years. Officers will be eligible to buy new Laptop on completion of the life of the Laptop, as mentioned from the date of previous receipt.
- ii. Eligible officers may purchase Laptop of their own choice and claim reimbursement of amount prescribed above or actual whichever is lower against submission of original bill. Laptop will be purchased from any Authorized dealer who has tax registration.
- iii. Officers may choose to buy Desktop or Tablet in place of Laptop.
- iv. The Corporation may also purchase and provide the Laptop on specific request of the officer.
- v. Eligible officers may purchase Laptop in the name of the corporation with original bill/invoice indicating name and address of the corporation, make, model, serial number, price etc. The officers shall thereafter submit the Laptop along with original bill/invoice with two self attested copies of the bill/invoice and an undertaking to IT department of the unit of posting for verification of details and for taking the Laptop in ITDC stock.
- vi. IT department after making necessary entries shall issue the Laptop to the officer along with original bill/invoice. IT department shall forward the copy of the bill along with the details of the entry made in their records to F&A department for payment to the employee. The undertaking and one copy of invoice will be retained by IT department for their records.
- vii. The officers should claim reimbursement of amount prescribed above or actual whichever is lower, as per above procedure.
- viii. All officers will have to compulsorily buyback the laptop/desktop as the case may be @ 10% of the amount paid by ITDC at the time of purchase (excluding taxes) after completion of 3 years.
- ix. Officials separating / retiring / deputationists on repatriation to their parent department will have to compulsorily retain the Laptop and will be required to pay the amount towards the cost of laptop as under:
 - a) Separating/retiring within six months after getting the Laptop: To pay 75% of the cost
 - b) Separating/retiring within six months to one year after getting the Laptop: To pay 60% of the cost
 - c) Separating/retiring within one year to two years after getting the Laptop: To pay 40% of the cost
 - d) Separating/retiring after two years to three years after getting the Laptop: To pay 20% of the cost
- x. The officer may draw advance for purchase of the laptop. However, the advance must be settled within a period of one month. Failing to settle within one month from the date of withdrawal of advance will invite penalty charge @2% per completed month or a part thereof. In case the amount is not settled within three months, the amount has to be deposited alongwith penalty charges. It shall also be treated that the officer is not keen to buy the laptop. He/She shall be barred to purchase the laptop for one year.
- xi. The Laptop so purchased is meant for official purposes and will be the property of the corporation till expiry of its life span/buyback by the employee.

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- xii. The Laptop shall be purchased in the name of the corporation
- xiii. The Laptop/Tablet may be carried home for conducting their official work.
- xiv. To comply with the audit requirements as well as stock verification, the Laptop shall be physically produced before the IT / concerned department as and when required.
- xv. ITDC will maintain the laptop and bear the cost
- xvi. Insurance for the laptops against repairs/theft/loss will be obtained by ITDC and the cost of insurance will be borne by ITDC

2) **Office Bag/Brief Case :The entitlement will be only for all regular officers and those on deputation**

S.No	DESIGNATION	Maximum Cost ceiling (Rs.)
1.	C&MD, Functional Directors and CVO	As per actuals

- i. Entitlement will be once in 2 years
- ii. Eligible officers may purchase the office bag and submit the original bill/invoice after getting the stock entry done in stock register to claim reimbursement. of amount prescribed above or actuals whichever is lower
- iii. No advance shall be given to the employee for purchase of the office bag

The above has the approval of Competent Authority.

Hindi version follows

Jayant Budhiraja
GM(Admn)

Distribution:

1. D(C&M) / D(F) / CVO / OSD to CMD
2. Company Secretary
3. Administration Circular File
4. Manager(OL)
5. Manager(IT)-To upload on the website under 'Investor's corner'