

RP&S Rules, 2010 and amendments

S. No.	Ref. No. and Date	Relevant provision, if any	Subject	Pg. No.
1.	RP&S Rules 2010			F/I
2.	HRM/RP&S/11 dated 29.11.2011	-	<ul style="list-style-type: none"> For holding DPC as and when instead of January and July only Relaxation of benchmark 	01
3.	HR/RECTT/12 dated 07.09.12	-	Addition of post of APS and SO	02
4.	HR/RECTT/12 dated 04.10.12	CI-15(IV)(ii), (iii), (iv)	Currency of minor penalty of "Censure" removed for purpose of promotion.	03-04
5.	HR/RECTT/12 dated 09.11.12	-	Post of Deputy Company Secretary introduced	05-06
6.	HR/RECTT-RP&S/2013 dated 08.01.13		Eligibility criteria for Direct Recruitment for DGM and GM in Integrated Management Cadre	07
7.	HR/RECTT-RP&S/2013 dated 04.07.13		NOTIFICATION regarding DPC dtd. 29.11.2011 stands withdrawn <ul style="list-style-type: none"> For holding DPC as and when instead of January and July only 	08
8.	HR/RECTT-RP&S/2013 dated 21.11.13	CI-14(A)(a)-(d) CI-15(II)(a)-(d)	Vigilance functionary not to be part of Selection or Promotion Committee	09
9.	HR/RECTT-RP&S/2014 dated 12.05.14		Amendment in Experience criteria for Direct Recruitment at the level of DGM and GM	10
10.	HRM/RECTT/2015 dated 28.01.2015		Amendment in qualification and experience for Direct Recruitment for the post of Asst. Co. Secretary	11
11.	HRM/Rectt/16/1 dated 23.02.2016		Discontinuation of Interview for recruitment to Non-Executive posts	12
12.	HRM/RECTT-RP&S/2016 dated 23.05.2016		Amendment in eligibility for promotion from the level of General Manager to Vice President	13
13.	HRM/Policy/1/17 dtd. 17.02.2017		Revision in Promotion policy	14-16
14.	HRM/Rectt-RP&S/17 dated 05.05.2017		Amendment to the eligibility criteria for recruitment to the post of AM(F&A)	17
15.	HRM/RECTT-RP&S/17 dated 07.07.2017 and 12.07.17		Splitting of Co. Secretary cadre from IMC and notified as Specialized cadre	18-20
16.	HRM/Rectt-RP&S/18 dated 13.07.2018		Circular – New Amendment Revision in Promotion Policy	21-23
17.	HRM/Rectt-RP&S/18 dated 17.09.2018		Notification – Amendment in qualification and experience in existing RP&S Rules for the post of Mgr (Legal), AM (HR), AM-AC (Prod.) and AM-AC (Design.)	24-25
18.	HRM/Rectt-RP&S/18 dated 17.10.2018		Notification – Amendment in qualification and experience in existing RP&S Rules for the post of VP, GM, DGM, Mgr and AM (F&A)	26-28
19.	HRM/Rectt-RP&S/18 dated 03.01.2019	CORRIGENDUM	Eligibility criteria for the post of VP (F&A)	29

INDIA TOURISM DEVELOPMENT CORPORATION LTD
(CORPORATE HRM DIVISION)
Scope Complex, Core-8, 7, Lodhi Road, New Delhi

Ref: HRM/Kecctt-RP&S/19

Date: 03.01.2019

Corrigendum

In partial modification to Notification of even no. dated 17.10.2018, the ITDC Board of Directors in its meeting held on 06.12.2018 accorded approval for correction in the minimum qualification for recruitment for the post of VP(F&A) in RP &S Rules, 2010.

Accordingly, the eligibility criteria for recruitment to the post of VP(F&A) shall be read as under:-

Sl. No	Name of the post	Amendment	
		Age limit for Direct Recruitment	Basic Educational/Technical Qualifications and Experience required for direct recruits
1.	VP(F&A)	50 Years	<p>CA/ ICWA or Post Graduate Diploma in Management (with specialization in finance)/ MBA (Finance) (in 1st Div. or A⁺ Grade) from any recognized University/Institute in India</p> <p>Experience: Minimum 20 yrs. post qualification executive experience in the relevant field</p> <p>Executive presently working in Govt., PSU etc. should have experience of two years in one scale below i.e. 32900-58000 (IDA) or Rs. 37400-67000+8700 (GP) (CDA) (pre-revised) on regular basis.</p> <p>OR</p> <p>Executive presently working in Private Sector / Banking / Insurance / Financial Sector should have at least 02 yrs. of experience in companies listed on NSE or BSE (in Group A or B) out of prescribed total minimum 20 years post qualification experience and should be presently drawing minimum Annual CTC of Rs. 13 lakh per annum for last two years.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Associate or Fellow Member of the Institute of Chartered Accountants of India / Institute of Cost & Works Accountants of India. 2. Company Secretary 3. Candidate should have working knowledge/ conversant in computer applications such as MS Office.

Hindi version follows.

(Signature)
(Nidhi Sagar Vats)
Sr. Manager (HR)

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भारत पर्यटन विकास निगम लि०
INDIA TOURISM DEVELOPMENT CORPORATION LTD
मानव संसाधन प्रबंध प्रभाग
(CORPORATE HRM DIVISION)

Scope Complex, Core-8, 7, Lodhi Road, New Delhi

Ref: HRM/Rectt.-RP&S/18

Date:17.10.2018

NOTIFICATION

Sub: AMENDMENT IN RP&S RULES 2010

The ITDC Board of Directors in its meeting held on 26.9.2018 accorded approval for amendment in RP &S Rules, 2010 in respect of eligibility criteria for recruitment to various executive posts of F&A Division and bringing uniform age criteria for the post of Asstt Manager and Dy Gen Manager for the purpose of recruitment across all discipline.

2. Accordingly, the maximum age for AMs and DGMs would henceforth be 30 years and 42 years respectively.

3. Further amended provision in the Recruitment Promotion and Seniority Rules, 2010 in respect of eligibility criteria for recruitment to various executive posts of F&A Division is

Sl. No	Name of the post	Amendment	
		Age limit for Direct Recruitment	Basic Educational/Technical Qualifications and Experience required for direct recruits
1.	VP(F&A)	50 Years	<p>Post Graduate Diploma in Management (with specialization in finance)/ MBA (Finance) (in 1st Div. or A" Grade) from any recognized University/Institute in India</p> <p>Experience: Minimum 20 yrs. post qualification executive experience in the relevant field</p> <p>Executive presently working in Govt., PSU etc. should have experience of two years in one scale below i.e. 32900-58000 (IDA) or Rs. 37400-67000+8700 (GP) (CDA) (pre-revised) on regular basis.</p> <p>OR Executive presently working in Private Sector / Banking / Insurance / Financial Sector should have at least 02 yrs. of experience in companies listed on NSE or BSE (in Group A or B) out of prescribed total minimum 20 years post qualification experience and should be presently drawing minimum Annual CTC of Rs. 13 lakh per annum for last two years.</p> <p>Desirable : 1. Associate or Fellow Member of the Institute of Chartered Accountants of India / Institute of Cost & Works Accountants of India. Masters degree in Law/Company Secretary. 2. Company Secretary 3. Candidate should have working knowledge/ conversant in computer applications such as MS Office.</p>

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2	GM(F&A)	45 years	<p>CA/ ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) (in 1st Div. or A⁺ Grade) from any recognized University/Institute in India.</p> <p>Experience</p> <p>Minimum 15 years post qualification executive experience in the relevant field.</p> <p>Executive presently working in Govt., PSU etc. should have experience of two years in one scale below i.e. 29100-54500 (IDA) or Rs. 15600-39100+7600 (GP) (CDA) pre-revised) on regular basis.</p> <p>OR</p> <p>Executive presently working in Private Sector / Banking / Insurance /Financial Sector should have at least 02 years of experience in companies listed on NSE or BSE (in group A or B) out of prescribed total minimum 15 years post qualification experience and should be presently drawing minimum Annual CTC of Rs. 11 lakh per annum for last two years.</p> <p>Desirable :-</p> <ol style="list-style-type: none"> 1. Company Secretary 2. Candidate should have working knowledge/ conversant in computer applications such as MS Office
3	DGM (F&A)	42 years	<p>CA/ ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) (in 1st Div. or A⁺ Grade) from any recognized University/Institute in India.</p> <p>Experience:</p> <p>Minimum 12 years post qualification executive experience in the relevant field.</p> <p>Executive presently working in Govt., PSU etc. should have experience of two years in one scale below i.e. 24900-50500 (IDA) or Rs. 15600-39100+6600 (GP) (CDA) pre-revised) on regular basis.</p> <p>OR</p> <p>Executive presently working in Private Sector / Banking / Insurance /Financial Sector should have at least 02 years of experience in companies listed on NSE or BSE (in group A or B) out of prescribed total minimum 12 years post qualification experience and should be presently drawing minimum Annual CTC of Rs. 9 lakh per annum for last two years.</p> <p>Desirable :-</p> <ol style="list-style-type: none"> 1. Company Secretary 2. Candidate should have working knowledge/ conversant in computer applications such as MS Office.
4	Manager (F&A)	35 Years	<p>CA/ ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) (In 1st Div. or A⁺ Grade) from any recognized University/Institute in India.</p> <p>Experience:</p> <p>Minimum 5 years post qualification executive experience in</p>

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			<p>the relevant field.</p> <p>Executive presently working in Govt. PSU etc. should have experience of two years in one scale below i.e 16400-40500 (IDA) or Rs. 15600-39100+5400(GP)(CDA) (pre-revised) on regular basis.</p> <p>OR</p> <p>Executive presently working in Private Sector / Banking / Insurance / Financial sector should have at least 02 years of experience in companies listed on NSE or BSE (in Group A and B) out of prescribed total minimum 5 years of post-qualification experience and should be presently drawing minimum Annual CTC of Rs. 7 lakh per annum for last two years.</p> <p>Desirable :-</p> <ol style="list-style-type: none"> 1. Company Secretary 2. Candidate should have working knowledge/ conversant in computer applications such as MS Office.
5	AM(F&A)	30 Years	<p>CA/ ICWA or Post Graduate Diploma in Management (with specialization in finance) / MBA (Finance) (in 1st Div. or A Grade) from any recognized University/Institute in India.</p> <p>Completion of 3 yrs. Article-ship training for CA and 3 years practical experience including industrial training for ICWA.</p> <p>Desirable :-</p> <ol style="list-style-type: none"> 1. Company Secretary 2. Candidate should have working knowledge/ conversant in computer applications such as MS Office.

Hindi version follows.

Swati
(Swati Sharma)
Asth. Manager (HR)

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Hgr(I T)

INDIA TOURISM DEVELOPMENT CORPORATION LTD
HUMAN RESOURCE MANAGEMENT DIVISION
Scope Complex, Core-8, 7, Lodhi Road, New Delhi

Ref: HRM/Rectt.-RP&S/18

Date: 17.09.2018.

Notification

Sub: AMENDMENT IN RP&S RULES 2010

The Board of Director's in its meeting held on 13.08.2018 accorded approval for amendment in RP &S Rules, 2010 in respect of eligibility criteria for recruitment to the post of Manager (Legal), Asstt. Manager (HR), Asstt. Manager - AC (Production) and Asstt. Manager - AC (Design.). Accordingly, amended provision in the Recruitment Promotion and Seniority Rules, 2010 is hereby notified to the following extend:-

Sl. No.	Name of the post	Existing RP & S Rules	Amended Rule
1.	Manager (Legal)	Ist Class Law Graduate with at least 5 years experience at the bar out of which 3 years should be in conducting cases independently in court and thorough familiarity and experience in dealing with civil, taxation, Company Law/ Labor Laws, Estate matters etc. in a firm of repute or as Law Officer with 5 years relevant experience in a PSU or reputed Pvt. Organization.	<p><u>Essential Qualification</u> The candidate should possess Bachelor's Degree in Law (3 years/5 years) with minimum 60% marks or equivalent from a recognized University / Institute.</p> <p><u>Work Experience</u> Minimum 5 years post qualification experience as a Practicing Advocate or as a Law Executive or combined experience of both as under :-</p> <p>Executive presently working in Govt. /Semi Govt. /PSUs etc should have experience of 2 years in one scale below i.e. Rs.16400-40500 (IDA)/15600-39100+5400 GP (CDA) or equivalent revised pay scale on regular basis.</p> <p style="text-align: center;">OR</p> <p>Executive presently working in Banking / Insurance/Financial/Private Sector should be drawing minimum CTC of Rs. 7.0 Lakh per annum for last two years.</p> <p style="text-align: center;">OR</p> <p>In case of presently as Practicing Advocate, he should have at least 3 years experience in conducting cases independently in courts out of stipulated period of 05 years experience in the field of law. The candidate should have thorough familiarity and experience in handling of Service, Labor, Civil, Taxation, Industrial, Arbitration, Estate matters etc. The experience should be from the date of enrolment as advocate with Bar Council and having minimum annual income of Rs. 7.0 Lakh for last two years.</p> <p><u>Desirable :-</u></p> <p>Masters degree in Law/Company Secretary.</p> <p>The Executive should be well conversant in drafting/vetting of affidavits, deeds, agreements, contracts, MOU etc as well as pleadings, rendering legal opinion/advice on various matters, handling/attending court cases/arbitration/Estate matters, briefing and assisting the Advocates engaged by the Company and any other matter involving legal opinion / action etc.</p>

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: 2 :		Existing RP & S Rules	Amended Rule
Sl. No.	Name of the post		
2.	Asstt. Manager (HR)	<p>Minimum 2nd Class Graduate with MBA (HR) full time</p> <p>OR</p> <p>Minimum 2nd Class Graduate with in Social Science 1st Class 2-yrs PG Diploma in HR / Industrial Relations (IR).</p> <p>OR</p> <p>Minimum 2nd Class Graduate with 1st Class Master Degree in Social Work</p> <p>OR</p> <p>Ist Class Integrated MBA(HR) (Full time)</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 2 yrs. relevant experience in a firm of repute with working knowledge of Computer Application such as MS Office etc.</p> <p>Desirable : Degree in Law Post Graduate diploma in Labor Laws.</p>	<p>MBA with specialization in HR/Personnel Management/HRD (HR as a major subject) with minimum 60% marks or equivalent from a recognized University / Institute.</p> <p>OR</p> <p>PG Degree or 02 years PG Diploma in Personnel Management/IR/Social work with minimum 60% marks or equivalent from a recognized University / Institute.</p> <p>Experience: 2 years relevant post-qualification Experience with CTC not less than 6 Lakh p.a.</p> <p>Desirable : Degree in Law & Working knowledge of Computer Applications.</p>
3.	Asstt. Manager-AC (Production) Asstt. Manager – AC (Design)	<p>Production 2nd Class Graduate with Diploma in Printing Technology.</p> <p>Design 2nd Class Degree / Diploma in Commercial Arts from recognized Institute.</p> <p>Experience: 3 yrs. in writing, editing, reporting and proof reading. Candidate should be capable of seeing a magazine / publication through the press independently and also liaison with the advertising agencies, printing presses and others.</p> <p>Desirable: Knowledge of different printing processes and photography will be an added qualification.</p> <p>The above degrees should be obtained from government recognized University or Institute.</p> <p>Experience: 3 yrs. in the relevant field in a firm of repute.</p>	<p>Production 2nd Class Graduate with Diploma in Printing Technology.</p> <p>OR</p> <p>Degree in Printing Technology with diploma in Book Publishing</p> <p>OR</p> <p>Masters Degree in Printing Technology</p> <p>Experience: 4 years and above post-qualification Experience in Printing Press of repute with CTC not less than 5 Lakh p.a.</p> <p>Design Graduate in Commercial Arts with Multi- Media certificate Course.</p> <p>OR</p> <p>Master Degree in Graphic Designing</p> <p>Experience : 4 years and above post-qualification Experience with thorough working knowledge of Designing Software in Design House / Advertising house of repute with CTC not less than 5 Lakh p.a.</p> <p>Desirable: Knowledge of different printing processes and photography will be an added qualification. The above degrees should be obtained from government recognized University or Institute.</p>

Hindi version follows.

Swati
(Swati Sharma)
Asstt. Manager (HR)

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Ref: HRM/Policy/2/18

Dated: 13.7.2018

CIRCULAR

Sub: Revision in Promotion Rules

The Board of Directors in its meeting held on 30.5.2018 accorded approval for amendments in existing Recruitment Promotion and Seniority Rules, (RP&S Rules) 2010. Accordingly, the following amendments are hereby notified to the extent provided hereunder without changing the other contents of the RP&S Rules, 2010, with immediate effect:-

1. The Hoteliering Cadre from the level of Sr. Manager to General Manager shall henceforth be under Integrated Management Cadre (IMC) for the purpose of Recruitment, Promotion and Seniority. Accordingly, Hoteliering Cadre (Production & Service) including Coordination, New Business Development and Corporate Planning Division would be under IMC. The promotions would be held only on availability of vacancies in the IMC cadre irrespective of discipline based on need from time to time.
 - 1.1 In the IMC, the seniority of Hoteliering Cadre from the level of Sr Manager and above will be integrated by combining their seniority and will be notified in due course by adopting same analogy followed while merging seniority of Sr Manager in IMC recently vide order no. HRM/Estt/17 dated 14.11.2017.
2. The existing percentage of vacancies/posts to be filled through various method of recruitment (i.e., by Direct Recruitment (DR) or Promotion) in the category of post of DGM and GM is amended to 20% for DR and 80% for Promotion.
 - 2.1 However, in case of non-availability of suitable candidates for such posts within the organization as and when required, the post will be filled up through Direct Recruitment. In such case, C&MD will be competent to decide to fill up the posts under promotion quota through direct recruitment.
3. The existing mode of promotion i.e., 'Promotion by Seniority cum fitness' from the level of AM to Manager and Sr Manager to DGM is amended, thereby the mode of promotion in all the executives cadre shall henceforth be through 'Promotion by Selection (through merit)' only.
4. The existing provisions as per 15(C)(I)(a) to (c) of RP&S Rules 2010 stand withdrawn.

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5 Evaluation Criteria for Promotion:

- 5.1 For promotion of executives, the APARs for previous 3/5 years shall be taken into consideration according to the prescribed years of service required for eligibility period as the case may be subject to other conditions as per RP&S Rules.
- 5.2 The number of APARs for relevant years as per eligibility period will also be applicable in case of promotion in non-executives category.
- 5.3 Those executives who secure a minimum of 46 (out of 60 marks in case of five APARs) and 28 (out of 36 marks in case of three APARs) will be eligible for promotion subject to fulfillment of other relevant rules and criteria as laid down here in and orders in force in the Corporation.
- 5.4 An executive who has been assessed "Unsatisfactory" in any performance report in the preceding 3/5 years, as the case may be, shall not be considered eligible for promotion. In such cases, the candidature of such person shall be deferred for such number of years for which his/her APAR is unsatisfactory.
- 5.5 Scheme for award of Marks for promotion by Selection (through Merit)

Annual Performance Appraisal reports : Maximum Marks- 60
Outstanding: 12 marks Very Good: 10 marks Good: 08 marks
APARs of 3/5 years (according to the prescribed years of service required for eligibility period.) In case where prescribed eligibility period is 3 years weighted marks would be arrived at by multiplying the total secured marks by 60/36.
Illustration: Sum total marks secured in 3 APARs = "A" out of 36 Weighted marks out of 60 = $A \times (60/36)$.
Experience: Maximum Marks- 20
08 marks for minimum eligibility period and 02 marks shall be given for each completed year in the immediate lower grade beyond eligibility period, with total maximum of 20 marks.
Interview: Maximum Marks-20
The suitability of the candidate for promotion to the next higher level taking into consideration the performance of the employee in the interview, professional knowledge, Decision making capabilities, rules and procedure, awareness with the latest trends in his area, leadership qualities, communication skills, commitment to organization etc. However, the marks shall not be awarded on each parameter separately but as overall criteria.

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5.6. Promotions would be subject to availability of vacancy, however, in case, no candidate is found suitable at any level (where promotion by selection – through merit) is envisaged, it will not be binding on management to promote any executive just to fill up the vacancy.

6. The honorarium for outside expert in Selection/Departmental Promotion Committees as per Rule 10 of RP&S Rules stand revised up to maximum Rs.5000/- per day.

This issues with the approval of the Competent Authority.

Hindi Version follows.


(Swati Sharma)
Asst Manager (HR)

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INDIA TOURISM DEVELOPMENT CORPORATION LTD.
HUMAN RESOURCE MANAGEMENT DIVISION
Scope Complex, Core – 8, 7 Lodhi Road, New Delhi – 110 003.

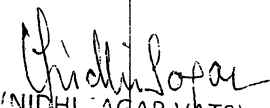
Ref. No. HR/RECTT./17

Dated : 12.07.2017.

CORRIGENDUM

In partial modification to notification Ref. No. HR/RECTT.-RP&S/17 dtd. 07.07.2017, the CDA pay scale for the post of Asstt. Company Secretary, may be read as Rs. 15600-39100 + 6600 (GP) instead of Rs. 15400 -39100 +5400 (GP).

The other contents of the office order remains unchanged.


(NIDHI AGARWAL)
Manager (HR)

CC : D (C&M)/D (F)/OSD to C&MD - for information please.

Distribution

- Concerned A/cs Executive/Mgr (IT)
- All GMs / HODs of HCE Units / Corporate Office
- Company Secretary/AM (OL)

Ref. No. HR/RECTT.-RP&S/17

Dated : 07.07.2017

NOTIFICATION

In partial modification to existing RP&S Rules, it is hereby notified that the posts in the scale of Rs. 15600-39100+7600GP(CDA)/ Rs. 29100-54500(IDA) & above in the Secretarial division, shall henceforth be treated as Specialized Cadre instead of being a part of Integrated Management Cadre. Accordingly, the Executive level in the Secretarial Division has been restructured as follows:

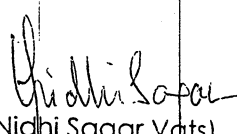
S. No	Name of Post	Scale of Pay	Max. Age limit for DR	Basic Education/Technical qualifications and experience required for direct recruits	Method of recruitment + Whether direct or By promotion and % of age of vacancies to be filled by various methods	Criteria for promotion
1	Asstt. Company Secretary	Rs.15600-39100+5400GP (CDA)/ Rs.20600-46500 (IDA)	35 years	2nd Class graduate having Membership of Institute of Company Secretaries of India with 5 years experience in Secretarial work in a firm of repute Or CS with LLB with atleast 3 years experience as a Company Secretary in a firm of repute Desirable: Law Degree/ Chartered Accountancy	100% DR	-
2	Dy. Company Secretary	Rs.15600-39100+6600GP (CDA)/ Rs.24900-50500 (IDA)	-	-	100% Promotion	From the Post of Asstt. Company Secretary in the scale of 20600-46500 with 3 years of service in that grade

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3	Company Secretary	Rs.15600-39100+7600GP (CDA)/Rs.29100-54500 (IDA)	45 years	Membership of Institute of Company Secretaries of India + LLB with 12 years relevant experience out of which 3 years should have been in next below scale/middle management level in a firm/ company of repute/govt. organization	50% DR 50% Promotion	From the post of Dy. Company Secretary in the scale of 24900-50500 with 3 years of service in that grade
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In view of above, amendments notified vide Ref. No. HR/RECTT./12 dated 09.11.2012 and HRM/RECTT./2015 dated 28.01.2015 stands modified.

The above issues with the approval of Competent Authority.


(Nidhi Sagar Vats)
Manager(HR)

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INDIA TOURISM DEVELOPMENT CORPORATION LTD
HUMAN RESOURCE MANAGEMENT DIVISION
Scope Complex, Core-8, 7, Lodhi Road, New Delhi

Ref:HRM/Rectt.-RP&S/17

Date: 05-5-2017

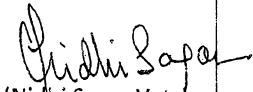
CIRCULAR

Sub: AMENDMENT IN RP&S RULES 2010

The Board of Directors in its meeting held on 19.10.2016 accorded approval for amendment in RP&S Rules, 2010 in respect of the eligibility criteria for recruitment to the post of Assistant Manager (F&A). Accordingly, amended provision in the Recruitment Promotion and Seniority Rules 2010 is hereby notified as follows:-

Sl. No	Name of the Post	Scale of pay Rs.	Age limit for DR	Basic Qualification / Technical qualification & experience required for DR	Method of recruitment whether DR or by promotion and % age of vacancies to be filled by various methods
1.	AM (F&A)	Rs. 16400-40500 (IDA)	27 Years	CA / ICWA	70% Direct recruitment through open advertisement or Campus recruitment. 30% Promotion by selection as well as through Career Development Scheme.

Hindi version follows


(Nidhi Sagar Vats)
Manager (HR)

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INDIA TOURISM DEVELOPMENT CORPORATION LTD
HUMAN RESOURCE MANAGEMENT DIVISION
 Scope Complex, Core-8, 7, Lodhi Road, New Delhi

Ref:HRM/Policy/1/ 17

17th Feb.2017

CIRCULAR

Sub: Revision in Promotion Rules

With a view to give due weightage to individual performance, job related knowledge and essential managerial traits, the Board of Directors in its meeting held on 14th November, 2016, accorded approval for revision of promotion system in ITDC. Accordingly, the relevant mode of promotion by "Selection" (through merit) is being introduced in addition to the existing method of promotion (now rechristened as "Promotion by Seniority-cum-fitness"). The amendments in Recruitment Promotion and Seniority Rules,(RP&S) 2010 are hereby notified to the extent provided hereunder without changing the other contents of the RP&S Rules, 2010:-

1. **The hierarchy of posts eligibility period and mode of promotion:-**

CLUSTER	POST and Existing Scale (IDA) (In Rs.)	Eligibility period for promotion	Amended mode of promotion
I Lower Management	Asstt. Mgr. 16400-40500	3 years	Direct Recruitment /Promotion by selection(through merit)
	Manager 20600-46500	5 years	Promotion by Seniority cum fitness
II Middle Management	Sr. Manager 24900-50500	3 years	Promotion by Selection (through merit)
	Dy. General Manager 29100-54500	3 years	Promotion by Seniority cum fitness
III Higher Management	General Manager 32900-58000	5 years	Promotion by Selection (through merit)
	Vice President 43200-66000	3 years	Promotion by Selection (through merit)
	Sr Vice President 51300-75000	3 years	Promotion by Selection (through merit)

.....2/-

[Signature]

2. **Evaluation Criteria**

For promotion (either by mode of Selection (through merit) or Promotion by Seniority cum fitness), the APARs for previous 5 years shall be taken into consideration subject to benchmark prescribed for the post. In case of below benchmark APAR of any particular year in previous 5 years, the candidature of such person shall be deferred for such number of years for which his / her APAR is below the requisite benchmark.

For promotion up-to Manager level the benchmark shall be "Good" and for promotion to the level of Sr. Manager and above, the benchmark shall be "Very Good".

3. **Scheme for award of Marks for promotion by Selection (through merit)**

S.No.	Parameter	Maximum Marks	Assessment Criteria
1	Annual Performance Appraisal reports	60 Marks	<p>Assessment on five point scale for each assessment year:-</p> <p>Outstanding-12 marks Very good-10 marks Good-08 marks</p> <p>Each adverse remark / entry in APAR on record would be penalized by deducting 02 marks in overall marks obtained in this category. Such adverse remarks will be limited to the assessment period only irrespective of actual experience in the immediate lower scale, with further limitation of maximum 06 marks for deduction of all such adverse entries.</p>
2	Experience	20 Marks	<p>12 marks for minimum eligibility period and 02 marks shall be given for each completed year in the immediate lower grade beyond eligibility period, with total maximum of 20marks</p>
3	Interview	20 Marks	<p>The suitability of the candidate for promotion to the next higher level taking into consideration the performance of the employee in the interview, professional knowledge, Decision making capabilities, rules and procedures, awareness with the latest trends in his area, leadership qualities, communication skills, commitment to organization</p>

Upia

			<p>etc. However the marks shall not be awarded on each parameter separately but as overall criteria.</p> <p>A minimum of 50% marks in the interview shall be mandatory to be considered for promotion to the next higher level.</p>
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Promotions would be subject to availability of vacancy, however, in case, no candidate is found suitable at any level (where promotion by selection - through merit) is envisaged, it will not be binding on management to promote any executive just to fill up the vacancy.

4. **Seniority in case of Promotion by Selection (through merit)**


Seniority of the candidates promoted on the basis of Selection(through merit) will be in accordance with the ranking in the Select list drawn by Departmental Promotion Committee.

In case, the marks obtained by two or more candidates are equal, their seniority in the promoted scale will continue to be governed by inter-se seniority in the feeder cadre. The cases where there is no common feeder cadre, the seniority of such candidates on promotion will be determined as under:-

- I. From the date of regular placement in immediate previous scale;
- II. If the date of promotion in previous scale is also same the date of promotion in the lower scale / joining will be taken into consideration until there is a difference in the date.
- III. In case of no difference is found as stated in point (i) and (ii) above, the date of birth shall be taken into consideration.

This issues with the approval of the Competent Authority.

Hindi Version follows.


 (Nidhi Sagar Vats)
 Mgr.(HR)

DISTRIBUTION:-

1. Director (C&M) / Director (Finance) /CVO
2. All GMs of Corporate Office / HCE Units / CM&HO
3. Co.Secy. / OSD to C&MD
4. HR Executives of Corporate Office / HCE Units.
5. All Regional Mangers / AM(OL) / Manager(IT)

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INDIA TOURISM DEVELOPMENT CORPORATION LTD.
HUMAN RESOURCE MANAGEMENT DIVISION
Scope Complex, Core - 8, 7 Lodhi Road, New Delhi - 110 003.

Ref. No. HR/RECTT-RP&S/16

Dated : 23rd May 2016.

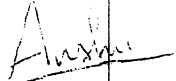
NOTIFICATION

With the approval of Board of Director, the eligibility for promotion from the level of General Manager to Vice President is amended as under :-

Existing	Amended
From the post of GM in the pay scale of Rs. 37400-67000+8700 (GP) (CDA) / Rs. 32900-58000 (IDA) with 3 years / 5 years experience in that grade.	i. From the post of GM in the pay scale of Rs. 37400-67000+8700 (GP) (CDA) / Rs. 32900-58000 (IDA) with 5 years experience in that grade. OR i) 5 years service as DGM in the pay scale of Rs. 15600 - 39100 + 7600 (GP) (CDA) / Rs. 29100 - 54500 (IDA) and 3 years services as GM in the pay scale of Rs. 37400 - 67000 + 8700 (GP) (CDA) / Rs. 32900 - 58000 (IDA).

The eligibility criteria for Direct Recruitment to the level of Vice President will remain the same.

Hindi Version will follow.


(ANSHU SHARMA)
ASSISTANT MANAGER (HR)

Distribution :

1. Director (C&M) / Director (Finance)
2. All GMs of Corporate Office / HCE Units / CM &HO
3. Co. Secy. / OSD to C&MD
4. All Regional Managers / Manager (IT) / AM (OL)

INDIA TOURISM DEVELOPMENT CORPORATION LTD
HUMAN RESOURCE MANAGEMENT DIVISION
Scope Complex, Core-8, 7, Lodhi Road, New Delhi

Ref. No. HRM/Rectt./16/1

Dated: 23rd Feb., 2016

Office Order

Sub: Discontinuation of interview for recruitment to non-executive posts.

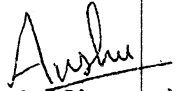
In pursuance of the decision of the government on the above mentioned subject, forwarded by Department of Public Enterprises vide OM No. DPE-GM-01/0001/2015-GM-FTS-4857 dated 14th December, 2015, (Copy enclosed) it has been decided to dispense with the practice of interview for recruitment of non-executives in group "C" and "D" posts with immediate effect. In case for any particular post, interview is considered essential, the clearance of administrative ministry/department would be obtained.

The mechanism to be adopted for recruitment in group "C" and "D" shall be tests or any other method as may be prescribed by the Competent Authority.

Accordingly, the relevant clauses of Recruitment, Promotion & Seniority Rules, (RP&S), 2010 stand amended.

This issues with the approval of the Competent Authority.

Hindi version follows


(Anshu Sharma)
Asstt. Manager (HR)

DISTRIBUTION:-

1. Director (C&M)
 2. All VPs
 3. All GMs of Corporate Office // HCE Units / CM&HO
 4. Co.Secy. / OSD to C&MD
 5. All Regional Mangers / Concerned Accounts and HR Executives / Manager(OL)
- ✓ Manager(IT)

Ref. No. : HRM/RECTT./2015

Dated : 28.01.2015.


NOTIFICATION

In partial modification to Notification No. HR/RECTT./12 dtd. 09.11.2012, the following amendments in RP&S Rules 2010 is hereby notified in the Executive Cadre under the head " Miscellaneous Posts " in respect of qualification required for direct recruitment for the category of Assistant Company Secretary in the pay scale of Rs. 15600-39100 + 3600 (GP) (CDA) / Rs. 20600-46500 (IDA) :-

Existing	Amendment
1 st class Graduate having membership of Institute of Company Secretaries with 5 years experience in Secretarial work in a firm of repute. OR CS with LLB with at least 3 years experience as a Company Secretary in a firm of repute. Desirable: Law Degree / Chartered Accountancy.	2 nd class Graduate having membership of Institute of Company Secretaries with 5 years experience in Secretarial work in a firm of repute. OR CS with LLB with at least 3 years experience as a Company Secretary in a firm of repute. Desirable: Law Degree / Chartered Accountancy.

The other contents of the rules remain unchanged.

This issues with the approval of Competent Authority.


(ANSHU SHARMA)
Assistant Manager (HR)

Distribution

1. Director (C&M)/ Director (F) / CVO
2. VP (F&A)
3. All GMs of HCE Units / Corporate Office
4. OSD to C&MD / Company Secretary
5. Mgr (HR-Rectt.) / Mgr (OL) / Mgr (IT) ✓

Ref. No. HR/RECT.-RP&S/14

Date: 12.05.14

(10)

NOTIFICATION

In order to bring uniformity in the required experience for the purpose of direct recruitment to the post of General Manager/ Dy. General Manager in both specialized and Integrated Management Cadre, the following amendment is hereby notified in existing RP&S Rules 2010.

S. No.	Name of the Post	Experience required for Direct Recruits
1.	General Manager Hotel Operations /F&A/Engg./IT/ Legal/IMC/ Sr. Exec. Chef	15 years relevant experience out of which 5 years should have been in next below scale/ Middle Management level in a firm /company of repute/ govt. organization. For Hotel Operations/ Production, the experience in relevant trade should be of a 5 star hotel
2.	Deputy General Manager Hotel Operations /F&A/Engg./IT/ Legal/IMC/ Exec. Sous Chef	12 years relevant experience out of which 3 years should have been in next below scale/ Middle Management level in a firm /company of repute/ govt. organization. For Hotel Operations/ Production, the experience in relevant trade should be of a 5 star hotel

*The other contents with regard to Recruitment of GMs/DGMs remain unchanged.

This issues with the approval of Competent Authority.

Nidhi Sagar
(Nidhi Sagar Varis)
Manager (HR)

DISTRIBUTION

- Director (C&M)/ Director(F) / CVO
- All VPs
- Co.Secy/OSD to MD/ CM&HO
- All GMs of HCE Units / Corporate Office / 9 T
- All RMs- South, East & West

Relevant original
papers in Rectt.
File No. PIS - 566.

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INDIA TOURISM DEVELOPMENT CORPORATION LTD.
HUMAN RESOURCE MANAGEMENT DIVISION
Scope Complex, Core - 8, 7 Lodhi Road, New Delhi - 110 003.

Ref. No. HR/RECTT.-RP&S/13

Dated : 21.11.13

NOTIFICATION

In compliance with the CVC guidelines and as per approval of the Competent Authority, henceforth no vigilance functionary would be part of the Selection Committee constituted either for the purpose of Recruitment or Departmental Promotions.

Accordingly, Clause-14(A)(a),(b),(c) and (d) and further Clause- 15(II) (a),(b),(c) and (d) of Recruitment, Promotion and Seniority Rules 2010 stands amended to the extent of removing the name of CVO/ GM(Vigilance) or their nominees from the Selection committees mentioned therein. The rest of the committee remains unchanged.

Nidhi Sagar
(Nidhi Sagar Vats)
Manager(HR)

DISTRIBUTION

- Director (C&M)/ Director(F) / CVO
- All VPs
- CM&HO/Co.Secy/OSD to MD
- All GMs of HCE Units / Corporate Office
- Area Office- South, East & West
- Mgr(OL)/Mgr(IT)
- HR Executives of Corporate/ HCE Units

*original papers
filed in 72*

Ref. No. HR/RECTT.-RP&S/13

Dated : 04.07.2013

NOTIFICATION

It is to bring to the notice of all concerned that henceforth the Departmental Promotion Committee meeting for considering the promotions of eligible candidates in all categories would be held only twice a year i.e January and July. As such, para-1 of the Notification Ref. No. HRM/RP&S/11 dated 29th Nov., 2011 stands withdrawn.

Further the concerned HR executives should ensure that a mechanism is instituted in their respective units so that the DPC may consider all the vacancies likely to arise in next 6 months i.e. till constitution of next DPC. Accordingly, the DPC to be held in January may consider vacancies till 30th June while the DPC to be held in July may consider all prospective vacancies till 31st December of that year. A panel of promotion cases may be drawn by the DPC on the date of the meeting, however, the same would be given effect from the date of actual occurrence of the vacancy.

This issues with the approval of Competent Authority.

Nidhi Sagar
(Nidhi Sagar Vats)
Manager(HR-L)

DISTRIBUTION

- Director (C&M)/ Director(F) / CVO
- All VPs
- CM&HO/Co.Secy/OSD to MD
- All GMs of HCE Units / Corporate Office
- Area Office- South, East & West
- Mgr(OL)/Mgr(IT)
- HR Executives of Corporate/ HCE Units

Direct Recruit - GM (Security)
DGM (Security)

7

INDIA TOURISM DEVELOPMENT CORPORATION LTD
CAREER PLANNING DIVISION
Scope Complex, Core-8, 7, Lodhi Road, New Delhi

Ref. No. HR/RECTT-RP&S/2013

Dated: 8-1-2013

NOTIFICATION

With the approval of Competent Authority, the eligibility criteria for Direct Recruitment to the post of General Manager (Security) and Dy. General Manager (Security) in the Integrated Management Cadre (IMC), is amended to the following extent :-

Name of the post	Existing	Amended
GM (Security)	Ist Class MBA (Full Time) or Ist class 2-Yrs. PG Diploma or PG Professional Degree from any recognized university or IIM or Equivalent Institute in respective discipline relevant to the job and activities of the Corporation. Experience : 15 years relevant experience out of which 7 years should have been in DGM level in a firm of repute with working knowledge of Computer Application such as MS Office etc. Age limit - 45 yrs.	Educational Qualification Minimum 2 nd Class Graduate from Recognized University. Qualification Minimum 15 yrs. experience as a Commissioned Officer or equivalent in defence / paramilitary force / police force out of which atleast 3 yrs in rank of Lt. Colonel / equivalent in the scale of Rs. 15600-39100+7600 (GP) / 29100-54500(IDA) or above. Maximum Age limit : 50 yrs.
DGM (Security)	Ist Class MBA (Full Time) or Ist class 2-Yrs. PG Diploma or PG Professional Degree from any recognized university or IIM or Equivalent Institute in respective discipline relevant to the job and activities of the Corporation. Experience : 15 years relevant experience out of which 5 years should have been in DGM level in a firm of repute with working knowledge of Computer Application such as MS Office etc. Age limit - 45 yrs.	Educational Qualification Minimum 2 nd Class Graduate from Recognized University. Qualification Minimum 15 yrs. experience as a Commissioned Officer or equivalent in defence / paramilitary force / police force out of which atleast 3 yrs in rank of Major / equivalent in the scale of Rs. 15600-39100+6600 (GP) / 24900-50500(IDA) or above. Maximum Age limit : 45 yrs.

The eligibility criteria for Direct Recruitment to the level of General Manager & Dy. General Manager in IMC will remain the same.

(ANUP K CHATTERJI)
Dy. General Manager (HR-CP)

Distribution:-

- 1) Director (C&M) / CVO
- 2) All VPs
- 3) All GMs of HCE Units / Corporate Office
- 4) DGM (Security) / GM (Security) / Company Secy.
- 5) Mgr(OL) / Mgr(IT)

Ref. No. HR/RECTT./12

Dated : 09.11.2012

NOTIFICATION

With the approval of Competent Authority, the post of Deputy Company Secretary is hereby introduced in the Executive Cadre under the head "Miscellaneous Posts" of the Recruitment Promotion & Seniority Rules 2010. The amended portion of RP&S Rules 2010 would henceforth read:

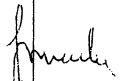
1	2	3	4	5	6	7
3	Asstt. Manager (Secretarial)	Rs 15600-39100 +5400 (GP)(CDA)/ 16400-40500 (IDA)	30 Years	Graduate having membership of Institute of Company Secretaries with 3 years experience in Secretarial work in a firm of repute OR CS with LLB with 1 years experience in the Secretarial work in a firm of repute. Desirable: Good drafting ability.	70% Direct as well as through campus recruitment 30% promotion by selection as well as through Career Development Scheme	From the post of Sr. Asstt / Sr. Accountant / Selection Grade/ Supervisory level in the scale of Rs. 9300-34800 +4200 (GP) (CDA) / Rs.7040-11090 (IDA) with three years satisfactory service in that grade in the respective discipline in non-HCE / HCE Units Or through CDS with 3 years satisfactory service in the respective discipline in the pay scale of Rs. 5200-20200 + 2800 (GP) (CDA) / Rs.5600-9050 (IDA) or above for non-HCE Units and Rs. 5600-9050 / 6450-10100 (i.e. 2 year service in the pay scale of Rs. 5600-9050 and 1 year service in the pay scale of Rs.6450-10100) in HCE Units
4.	Asstt. Co Secretary	Rs.15600-39100 +6600(GP)(CDA)/ 20600-46500 (IDA)	35 Years	1st class Graduate having membership of Institute of Company Secretaries with 5 years experience in Secretarial work in a firm of repute.	50% Direct Recruitment 50% Promotion by Selection	From the post of Secretarial Officer in the scale of pay of Rs.15600-39100 +5400 (GP) (CDA) / 16400-40500 (IDA) with 5 years relevant service in that grade.

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				OR CS with LLB with at least 3 years experience as a Company Secretary in a firm of repute. Desirable: Law Degree / Chartered Accountancy.		
5.	Dy. Secy.	Co.	Rs.15600- 39100 +6600(GP)(C DA)/ 24900-50500 (IDA)		100% Promotion by Selection	From the post of Asst. Co. Secy in the scale of pay of Rs.15600- 39100 +6600 (GP) (CDA) / 20600-46500 (IDA) with 3 years relevant service in that grade.

DISTRIBUTION

- Director (C&M) / CVO
- All VPs
- All GMs of HCE Units / Corporate Office
- OSD to VC&MD / Company Secretary
- Mgr (IT)


(Sanjay Mishra)
General Manager (HR-L)

(4)

Ref. No. HR/RECTT./12

Dated : 04.10.2012

NOTIFICATION

With the approval of Competent Authority, the following amendments are hereby notified in the Recruitment Promotion & Seniority Rules 2010 :-

Part	Rule	Existing Rule	Amended Rule
1	15 (IV) (ii)	That in case an employee who has been awarded the penalty of Censure, recovery from pay due to pecuniary loss to the Corporation or suspension without pay for a particular period etc under the relevant provisions of Standing Orders/ITDC Conduct, Discipline & Appeal Rules, 2002(amended upto date), the suitability of such employees for promotion will be assessed by the DPC/Selection Committee as and when it meets after one year from the date of the Order imposing the penalty.	That in case an employee who has been awarded the penalty of recovery from pay due to pecuniary loss to the Corporation or suspension without pay for a particular period etc under the relevant provisions of Standing Orders/ITDC Conduct, Discipline & Appeal Rules, 2002(amended upto date), the suitability of such employees for promotion will be assessed by the DPC/Selection Committee as and when it meets after one year from the date of the Order imposing the penalty."
	15 (IV) (iii)	That in case of employees, who have been awarded the minor penalty under certified Standing Orders/Model Standing Orders or ITDC Conduct, Discipline & Appeal Rules, 2002, their cases for promotion shall be considered by the next DPC Selection Committee only after the period of punishment is over except in case of "censure" where promotion is considered after expiry of one year from the date of order of punishment.	That in case of employees, who have been awarded the minor penalty under certified Standing Orders/Model Standing Orders or ITDC Conduct, Discipline & Appeal Rules, 2002, their cases for promotion shall be considered by the next DPC Selection Committee only after the period of punishment is over.

IS	(iv)	In case of employee is already due for promotion from back date, he will be given promotion after expiry of one year from the date of order of Punishment of 'Censure"	Deleted
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3

The above amendments are brought into effect from the date of Notification i.e. 04.10.2012.

(Sanjay Mishra)
GM(HR-L)

DISTRIBUTION

- * Director (C&M) / CVO
- * All VPs
- * All GMs of HCE Units / Corporate Office
- * OSD to VC&MD / Company Secretary

Dated : 07.09.2012.

Ref. No. HR/RECTT./12

NOTIFICATION

With the approval of Competent Authority the following additions are hereby notified in the Recruitment Promotion & Seniority Rules 2010 :-

Sl No.	Name of the post	Scale of pay Rs.	Age limit for DR	Basic Qualification / Technical qualification & experience required for DR	Method of recruitment whether DR or by promotion and % age of vacancies to be filled by various methods	Criteria for promotion
1.	Asstt. Private Secretary	15600-39100 (GP) / 16400-40500 (IDA)	35 years	Graduate with shorthand / typing speed of 120/50 w.p.m. respectively with 5 years experience	70 % Direct Recruitment. 30 % Promotion by Selection	From the post in the scale of Rs. 9300+34800 + 4200 (GP) (CDA) / Rs. 7040-11090 (IDA) with 3 years of service in that grade.
2.	Staff Officer	15600-39100 +6600 (GP) (CDA)/20600-46500 (IDA)	35 years	Graduate with shorthand / typing speed of 120/50 w.p.m. respectively with 7 years experience	50 % Direct Recruitment 50 % Promotion by Selection	From the post in the pay scale of Rs. 15600-39100+5400 (GP) (CDA) / Rs. 16400-40500 (IDA) as APS with 5 years of service in the grade.

Nidhi Sagar
(NIDHI SAGAR VATS)
Manager (HR-L)

DISTRIBUTION

- Director (Finance) / Director (C&M) / CVO
- All VPs
- All GMs of HCE Units / Corporate Office
- OSD to VC&MD / Company Secretary
- AM (IT)

Amendment
Original copy in
file of DR - Sept. 2012
APS to SO
Chidhi

file no -
(5)
(1)
INDIA TOURISM DEVELOPMENT CORPORATION LTD
HUMAN RESOURCE MANAGEMENT DIVISION
Scope Complex, Core-8, 7. Lodhi Road, New Delhi

No. HRM/RP&S/11

29th Nov. 2011

NOTIFICATION

pursuance of Order No. C&MD/ITDC/2011 dated 29th November, 2011 the following amendments in the Recruitment, Promotion & Seniority Rules, 2010 are notified with immediate effect :-

1. In addition of holding the DPC only in the month of Jan and July, DPC can also be held as and when required to fill up the vacant posts under promotion quota.
2. To meet the benchmark 3 ACRs of the preceding 5 years shall be sufficient to meet the relevant benchmark (very good or good) prescribed for promotion provided two ACRs are not unsatisfactory.

is issues with the approval of the Competent Authority.

nd version follows.

Shubha Dev
(Shubha Dev)
Asstt. Manager (HR)

DISTRIBUTION:-

Director (Finance) / CVO
All VPs
All GMs of Corporate Office / CM&HO / HCE Units
Co.Secy. / OSD to C&MD
Incharge -- Area Offices / Concerned Accounts Executive / AM(OL)