

26.08.2025

SEC: COORD: 134

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|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------|--------|
| लिस्टिंग विभाग, नेशनल स्टॉक एक्सचेंज ऑफ इंडिया लिमिटेड एक्सचेंज प्लाजा, सी-1 (जी ब्लॉक) बान्द्रा कुर्ला कॉम्प्लेक्स, बान्द्रा, मुंबई – ४००००५१ | कॉर्पोरेट संबंध विभाग बीएसई लिमिटेड पी जे टावर्स दलाल स्ट्रीट, मुंबई, ४००००१ | | |
| Listing Department, National Stock Exchange of India Limited Exchange Plaza, C-1 (G Block) Bandra Kurla Complex, Bandra, Mumbai - 400 051. | Department of Corporate Services BSE Limited, P.J. Towers, Dalal Street Mumbai- 400 001 | | |
| स्क्रिप कोड / Scrip Symbol | ITDC (EQ) | स्क्रिप कोड / Scrip Symbol | 532189 |

विषय / Sub: Business Responsibility and Sustainability Report for the Financial Year 2024-25.

महोदय / महोदया, Sir / Madam,

In terms of the requirement of Regulation 34(2)(f) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith the Business Responsibility and Sustainability Report for the Financial Year 2024-25.

Please take note of the above information on record.

Thanking you/ धन्यवाद

For India Tourism Development Corporation Ltd. / भारत पर्यटन विकास निगम लिमिटेड

VK Jain/ वी के जैन

Company Secretary / कंपनी सचिव

BUSINESS RESPONSIBILITY AND SUSTAINABILITY REPORT

India Tourism Development Corporation Limited (ITDC) is a service provider company and hence some of the disclosures required in the report format are not applicable. Further Leadership Indicators not being mandatory have not been reported.

ITDC has 3 operating hotels, it provides air ticketing facility, tours & packages, events management services, engineering services, education & training in tourism & hospitality, etc.

SECTION A: GENERAL DISCLOSURES

I. Details of the listed entity

1. Corporate Identification Number (CIN) of the Company: L74899DL1965GOI004363

II. Product/Services

14. Details of business activities (accounting for 90% of the turnover):

| S.No. | Description of Main Activity | Description of Business Activity | % of Turnover of the entity |
|-------|---------------------------------------------|------------------------------------------------------------------|-----------------------------|
| 1. | Hotels & Catering Units | As per network of services given in the Annual Report (Appendix) | 57.53 |
| 2. | Event Management | - Do - | 26.18 |
| 3. | Tours & Travels | - Do - | 7.92 |
| 4. | Infrastructure projects/Sound & Light Shows | - Do - | 5.53 |
| 5. | Duty Free shops at Seaorts/Airport | - Do - | 2.25 |

15. Products/Services sold by the entity (accounting for 90% of the entity’s Turnover):

| S.No. | Product/Service | NIC Code | % of total Turnover contributed |
|-------|------------------|----------|---------------------------------|
| 1. | Hotel Services | 55101 | 57.53 |
| 2. | Event Management | 8230 | 26.18 |
| 3. | Tours & Travels | 79120 | 7.92 |

III. Operations :

16. Number of locations where plants and/or operations/offices of the entity are situated: As per Network of Service given in the Annual Report (Appendix)

2. Name of the Company: India Tourism Development Corporation Limited

3. Year of Incorporation: 1965

4. Registered Office: SCOPE Complex, Core-8, 7, Lodi Road, New Delhi-110003, India

5. Corporate Office: SCOPE Complex, Core-8, 7, Lodi Road, New Delhi-110003, India

6. Telephone: 011-24360249

7. E-mail id: vkjain@itdc.co.in

8. Website: www.itdc.co.in

9. Financial year reported: 2024-25

10. Name of the Stock Exchange where shares are listed: BSE and NSE

11. Paid Up Capital: ₹85.76 crore

12. Name and contact details (telephone, email address) of the person who may be contacted in case of any queries on the BRSR report: Company Secretary, Telephone : 011-24360249 Email : vkjain@itdc.co.in

13. Reporting Boundary: Disclosures in the report are made on standalone basis (i.e. for the entity ITDC only)

17. Markets served by the entity:

- a. Number of locations : As per Network of Service given in the Annual Report (Appendix)
- b. What is the contribution of exports as a percentage of the total turnover of the entity? : NIL

c. A brief on types of customers: Individuals, Corporates, State Governments, Central Government, PSUs, Ministries/ Government Departments, Fls, Business Travellers, Groups, MICE etc.

IV. Employees :

18. Details as at the end of Financial Year 2024-25:

a. Employees and workers (including differently abled):

| S.No. | Particulars | Total (A) | Male | | Female | |
|-----------|-----------------------------------------------|------------|------------|---------------|-----------|---------------|
| | | | No. (B) | % (B / A) | No. (C) | % (C / A) |
| EMPLOYEES | | | | | | |
| 1. | Permanent (D) | 421 | 361 | 85.75% | 60 | 14.25% |
| 2. | Other than Permanent (E) (Direct Contract) | 29 | 27 | 93.10% | 02 | 6.90% |
| 3. | Total employees (D + E) | 450 | 388 | 86.22% | 62 | 13.78% |
| WORKERS* | | | | | | |
| 4. | Permanent (F) | | | | | |
| 5. | Other than Permanent (G) (Direct Contract) | | | | | |
| 6. | Total workers (F + G) | | | | | |

Note : All of ITDC manpower is categorized as ‘Employees’ and none as workers. Hence in all the sections, details sought of the ‘Workers’ category are ‘Not Applicable’ to ITDC. Further manpower services taken from the manpower agencies are not included as they are not on the rolls of ITDC.

b. Differently abled Employees and workers:

| S.No. | Particulars | Total (A) | Male | | Female | |
|-----------------------------|-----------------------------------------------|-----------|----------|-----------|----------|------------|
| | | | No. (B) | % (B / A) | No. (C) | % (C / A) |
| DIFFERENTLY ABLED EMPLOYEES | | | | | | |
| 1. | Permanent (D) | 2 | 0 | 0 | 2 | 100 |
| 2. | Other than Permanent (E) (Direct Contract) | 0 | 0 | 0 | 0 | 0 |
| 3. | Total employees (D + E) | 2 | 0 | 0 | 2 | 100 |
| WORKERS* | | | | | | |
| 4. | Permanent (F) | | | | | |
| 5. | Other than Permanent (G) (Direct Contract) | | | | | |
| 6. | Total workers (F + G) | | | | | |

19. Participation/Inclusion/Representation of women as on 31.03.2025

| | Total (A) | No. and percentage of Females | |
|--------------------------|-----------|-------------------------------|-----------|
| | | No. (B) | % (B / A) |
| Board of Directors | 4 | 1 | 25 |
| Key Management Personnel | 3 | 0 | 0 |

(Disclose trends for the past 3 years)

[illegible]

V. Holding, Subsidiary and Associate Companies (including joint ventures)

21. (a) Names of holding / subsidiary / associate companies / joint ventures

| S. No. | Name of the holding/ subsidiary/ associate companies/ joint ventures (A) | Indicate whether holding/ Subsidiary/ Associate/ Joint Venture | % of shares held by listed entity | Does the entity indicated at column A, participate in the Business Responsibility initiatives of the listed entity? (Yes/No) |
|--------|--------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1 | Pondicherry Ashok Hotel Corporation Limited | Subsidiary | 51% | No (Company is under disinvestment process) |
| 2 | Ranchi Ashok Bihar Hotel Corporation Limited | Subsidiary | 51% | No (Operations of the Hotel is closed and company is under disinvestment process) |
| 3 | Punjab Ashok Hotel Company Limited | Subsidiary | 51% | No (Hotel Project is incomplete and the company is under disinvestment process) |
| 4 | Utkal Ashok Hotel Corporation Limited | Subsidiary | 98% | No (Operations of the hotel is closed since 2005 and the company is under disinvestment process.) |

VI. CSR Details

22. (i) Whether CSR is applicable as per section 135 of Companies Act, 2013: (Yes, Please see Annexure III Of the Board's Report)

(ii) Turnover (in ₹) 503.45 crore
(F.Y. 2023-24)

(iii) Net worth (in ₹) 341.95 crore
(F.Y. 2023-24)

VII. Transparency and Disclosure Compliances

23. Complaints/Grievances on any of the principles (Principles 1 to 9) under the National Guidelines on Responsible Business Conduct:

No complaints have been received from the shareholders during the financial year 2024-25. Being a public sector company, ITDC is governed under Central Public Grievance Redress and Monitoring System (CPGRAMS). During 2024-25, 45 grievances were received from different stakeholders including employees, suppliers, customers and others. No Grievance is pending as on date. Status on receipt and disposal of complaints is placed before the Board on quarterly basis.

Corporation has six verticals. Head of each vertical is responsible for satisfactory resolution of all complaints respecting his vertical. Resolution of complaints are also

monitored at the top Management/Functional Director level. Resolution of complaints is also monitored by the Administrative Ministry i.e. Ministry of Tourism.

Any grievance under the Business Responsibility Policy is to be disposed off by the concerned HoD with the concurrence/approval of BR Head.

| Stakeholder group from whom complaint is received | Grievance Redressal Mechanism in Place (Yes/No) (If Yes, then provide web-link for grievance redress policy) | FY 2024-25 Current Financial Year | | | FY 2023-24 Previous Financial Year | | |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|---------|--------------------------------------------|--------------------------------------------------------------|---------|
| | | Number of complaints filed during the year | Number of complaints pending resolution at close of the year | Remarks | Number of complaints filed during the year | Number of complaints pending resolution at close of the year | Remarks |
| Communities | In the CSR Committee meeting and in the Board Meeting held on 27.05.2020, it was decided that in case of disasters/calamity, the CSR Committee and the Board may take up the CSR activity to support the people, Government, Government and Non-Government organization in the disaster management activity. The CSR policy is displayed on ITDC's website at www.itdc.co.in under investor corner. No complaint in this regard was received in the current year 2024-25 and in the previous year 2023-24. | | | | | | |
| Investors (other than shareholders) | On approval of quarterly financial results, press release is issued on behalf of the company as well as the results are published in the newspapers. Material disclosures whenever required are made. No complaints have been received from the investors as a whole during 2024-25 and 2023-24. | | | | | | |
| Shareholders | No complaints have been received from the shareholders during 2023-24 and 2024-25. Status of complaints is placed on ITDC Board on quarterly basis and a return to that effect is filed with the BSE and NSE on quarterly basis. Status is also placed before the Stakeholders Relationship Committee of the Board. The Investor Redress Mechanism is addressed in SEBI Circular No. SEBI/HO/OIAE/IGRD/CIR/2018/58 issued on March 26, 2018 which encourages investors to file complaints electronically using SEBI Complaints Redress System (SCORE). During 2024-25 and 2023-24, no complaints have been received on SCORE (SEBI Portal). | | | | | | |
| Employees and workers | <p>The Company has in place a Whistle Blower Policy (displayed on www.itdc.co.in/ under investor corner) with the purpose to provide employees a foundation for acting as whistleblowers. It strives to safeguard employees who desire to voice on issues with anomalies in the company. No whistleblower complaints have been received during 2023-24 and 2024-25.</p> <p>The Corporation has constituted mandatory Internal Complaints Committees (ICCs) under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. During 2023-24, three complaints were received out of which two complaints were pending at the end of the year and during 2024-25, four complaints were received out of which one complaint was pending at the end of the year.</p> <p>Further during 2023-24, 14 grievances under CPGRAMS and during 2024-25, 17 grievance under CPGRAMS of ex-employees received and disposed. No grievance is pending.</p> | | | | | | |
| Customers | <p>ITDC is dealing with Travel Agents/Tour Operators/online Travel Portals which mentions guest review scores which in turn helps the customers in better buying decision . Besides that hotels are also taking direct feedback from its customers as part of CRM to improve its services. Customers also give their feedback on travel portals like makemytrip.com etc. Based on the feedback suitable steps are taken by the Company.</p> <p>During 2023-24, 5 grievances under CPGRAMS from the Customers and during 2024-25, 4 grievances under CPGRAMS from the customers received and disposed. No grievance is pending as on date.</p> | | | | | | |
| Value chain partners | <p>Procurement of goods and services are done as per approved policies including procurement from GeM and SMEs. As per Government policy, procurement is being made from GeM subject to availability/from Central Procurement Portal as per requirement.</p> <p>During the financial year 2024-25, the Corporation has procured 56% (previous year 61%) of total procurement of goods and services from the Micro and Small Enterprises (MSEs) against the prescribed target of 25% as per the procurement policy of Govt. of India. The procurement from MSEs owned by SC/ST entrepreneurs is NIL while procurement from MSEs owned by Women Entrepreneurs is 1.94%. Further all tenders contained a class for due preference to MSEs as per GoI guidelines. Continuous Vendor Registration for MSEs is allowed through our websites and Vendor Development Programmes are conducted at regular intervals for the MSEs.</p> <p>During 2023-24, one grievance under CPGRAMS was received and during 2024-25, 3 grievances were received and resolved. No grievance is pending as on date.</p> | | | | | | |
| Others | During 2023-24, 13 grievances under CPGRAMS and during 2024-25, 21 grievances under CPGRAMS were received and resolved. No grievance is pending. | | | | | | |

| S. No. | Material issue identified | Indicate whether risk or opportunity (R/O) | Rationale for identifying the risk/ opportunity | In case of risk, approach to adapt or mitigate | Financial implications of the risk or opportunity (Indicate positive or negative implications) |
|--------|------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1 | Loss of Chain Advantage | Risk | Due to disinvestment / divestment policy of the Govt., Hotels are being disinvested/ divested. | Company has finalized strategy document for ensuing growth in business in medium and long term. | Not assessed |
| 2 | Dependence on Govt. Business | Risk | Maximum clients especially in Events, Engineering and AIH&TM Divisions are government/ government controlled entities. | Efforts are made to fetch private business also | Not assessed |

| Disclosure Questions | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|----|----|----|
| Policy and management processes | | | | | | | | | |
| 1. a. Whether your entity's policy/policies cover each principle and its core elements of the NGRBCs. (Yes/No) | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| b. Has the policy been approved by the Board? (Yes/No) | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| c. Web Link of the Policies, if available (Policies are available in website www.itdc.co.in under icon 'Investor Corner' , 'RTI' and 'About us' and Intranet Portal of ITDC P1 | Code of Business Conduct & Ethics for Board Members and Senior Management Whistle Blower Policy Fraud Prevention Policy CDA Rules | | | | | | | | |
| P2 | Manuals/Policies | | | | | | | | |
| P3 | Recruitment Promotion and Seniority Rules CDA Rules | | | | | | | | |
| P4 | CSR Policy Dividend Distribution Policy Policy on materiality of Related Party Transactions Policy on determination of materiality of events or disclosures | | | | | | | | |
| P5 | HR Policies related General Condition of service, General Service Conduct Rule, Promotion, CDA Rules, Leave Travel Concession, Medical are available on our Intranet. | | | | | | | | |
| P6 | CSR and Sustainability Policy | | | | | | | | |
| P7 | - | | | | | | | | |
| P8 | Reservation Policy Procurement Policy | | | | | | | | |
| P9 (Available in Annual Report) | Different verticals follow Mission and Vision statement of ITDC | | | | | | | | |
| 2. Whether the entity has translated the policy into procedures. (Yes / No) | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 3. Do the enlisted policies extend to your value chain partners? (Yes/No) | Yes, Principle 1 (Integrity Pact is taken from the bidders), 5 (Acceptance for promoting human rights) and 6 (Acceptance for protection of environment) Business Responsibility Policy have also been made applicable to the Suppliers/Contractors. Fraud Prevention Policy is also applicable to them. | | | | | | | | |

| Disclosure Questions | | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|----|----|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|----|----|----|
| 4. Name of the national and international codes/certifications/labels/ standards (e.g. Forest Stewardship Council, Fairtrade, Rainforest Alliance, Trustee) standards (e.g. SA 8000, OHSAS, ISO, BIS) adopted by your entity and mapped to each principle. | The Ashok Hotel, New Delhi is LEED Gold certified hotel under US Green Building Council since 2017. Hotel Samrat has qualified for LEED certification in Feb 2024. | | | | | | | | | | | | | | | | | |
| 5. Specific commitments, goals and targets set by the entity with defined timelines, if any. | As per DPE guidelines, ITDC signed MoU for FY. 2024-25 and is available on www.itdc.co.in | | | | | | | | | | | | | | | | | |
| 6. Performance of the entity against the specific commitments, goals and targets along-with reasons in case the same are not met. | Performance Evaluation against MoU for FY. 2023-24 was done by the DPE. ITDC achieved 94.00 (Excellent) marks out of 100. | | | | | | | | | | | | | | | | | |
| Governance, leadership and oversight | | | | | | | | | | | | | | | | | | |
| 7. Statement by director responsible for the business responsibility report, highlighting ESG related challenges, targets and achievements (listed entity has flexibility regarding the placement of this disclosure) | ITDC is a service provider company hence most of the disclosures are not applicable. | | | | | | | | | | | | | | | | | |
| 8. Details of the highest authority responsible for implementation and oversight of the Business Responsibility policy (ies). | Shri Lokesh Kumar Aggarwal, Director (Finance) For implementation of the policy, a committee consisting of all HoDs headed by BR Head is constituted. Minimum two meetings of the committee must be held in a financial year. | | | | | | | | | | | | | | | | | |
| 9. Does the entity have a specified Committee of the Board/ Director responsible for decision making on sustainability related issues? (Yes / No). If yes, provide details. | <div>The Company has board level CSR and Sustainability Development Committee for sustainability related issues. Company Secretary is the nodal officer for CSR and Sustainability Development Committee. Composition of the CSR and Sustainability Development Committee as on 31.03.2025 is as under :</div> <div><div>1.</div><div>Ms. Ranjana Chopra, IAS</div></div> <div><div>2.</div><div>CMD/MD - Chairman</div></div> <div><div>3.</div><div>Director (Commercial & Marketing) – Member</div></div> <div><div>4.</div><div>Director (Finance) - Member</div></div> | | | | | | | | | | | | | | | | | |
| 10. Details of Review of NGRBCs by the Company: | | | | | | | | | | | | | | | | | | |
| Subject for Review | Indicate whether review was undertaken by Director / Committee of the Board/ Any other Committee | | | | | | | | | Frequency (Annually/ Half yearly/ Quarterly/ Any other – please specify) | | | | | | | | |
| | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
| Performance against above policies and follow up action | For implementation and review of the policy, a committee consisting of all HoDs headed by BR Head has been constituted. Minimum two meetings of the committee are held in a financial year. During the financial year 2024-25, two meetings were held on 30.05.2024 and 24.12.2024. | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
| | | | | | | | | | | From a best practices perspective as well as from a risk perspective, policies are periodically evaluated and updated by various departmental and segmental heads and approved by the management or Board. An internal assessment of the working of the BR policies is done regularly. In due course, the Company may have an external assessment for the same also. | | | | | | | | |
| 12. If answer to question (1) above is “No” i.e. not all Principles are covered by a policy, reasons to be stated: | | | | | | | | | | | | | | | | | | |
| Questions | | | | | | | | | | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
| The entity does not consider the Principles material to its business (Yes/No) | | | | | | | | | | Not Applicable | | | | | | | | |
| The entity is not at a stage where it is in a position to formulate and implement the policies on specified principles (Yes/No) | | | | | | | | | | | | | | | | | | |
| The entity does not have the financial or/human and technical resources available for the task (Yes/No) | | | | | | | | | | | | | | | | | | |
| It is planned to be done in the next financial year (Yes/No) | | | | | | | | | | | | | | | | | | |
| Any other reason (please specify) | | | | | | | | | | | | | | | | | | |

Section C: Principle wise performance-Essential Indicators (Leadership Indicators being voluntary and hence not given for this Financial Year)

Principle 1: Businesses should conduct and govern themselves with Ethics, Transparency and Accountability

1. Percentage coverage by training and awareness programmes on any of the principles during the financial year:

| Segment | Total number of training and awareness programmes held | Topics / principles covered under the training and its impact | %age of persons in respective category covered by the awareness programmes |
|-----------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Board of Directors | 2 | Familiarization Programme and Yoga session | 40% |
| Key Managerial Personnel | 2 | Vigilance Awareness Week: Procurement, POSH Session, Cyber Hygiene & Security and Preventive Vigilance | 50% |
| Employees other than BoD and KMPs | 20 | Yoga session, Brahmakumaries programme, Induction Training, Anti Ragging day and Anti ragging week, Workshop on third wave coffee, Overseas Internship, Culinary Entrepreneurship and Business Strategies, World Tourism day, Procurement, POSH Session, Cyber Hygiene & Security, Preventive Vigilance, Swachhta in tourism, Swachhta Awareness programme, Happiness Workshop, Conduct Rules of ITDC | 100% |

2. Details of fines / penalties/ punishment/ award/ compounding fees/ settlement amount paid in proceedings (by the entity or by directors / KMPs) with regulators/ law enforcement agencies/ judicial institutions, in the financial year : NIL

Of the instances disclosed in Question 2 above, details of the Appeal/ Revision preferred in cases where monetary or non-monetary action has been appealed. N.A.

Does the entity have an anti-corruption or anti-bribery policy? If yes, provvide details in brief and if available, provide a web-link to the policy. Yes,

Link to the Fraud Prevention Policy : <https://itdc.co.in/wp-content/uploads/2019/07/Fraud-Prevention-Policy.pdf>

ITDC is also implementing following policies/ rules to strengthen ethical conduct at all levels such as :

a) **Conduct Discipline and Appeal rules:** ITDC CDA Rules define the desirable and non-desirable acts and conduct for its employees. CDA rules also defines the procedure for actions in the case of non-compliance/deviation from the desirable and non-desirable acts/ misconduct. Web link to CDA Rules is <https://itdc.co.in/wp-content/uploads/2019/03/10.pdf>

b) **Vigilance Manual/Policy/Rules:** The Company has a well- structured vigilance department, aiming at better transparency, integrity and to inculcate good governance within the organization.

c) **Whistle Blower and Fraud Prevention Policy:** The Corporation has a Whistle Blower Policy which is posted on the website <https://itdc.co.in/wp-content/uploads/2019/07/Whistle-Blower-Policy.pdf>. Being a Central Public Sector Enterprise, the Corporation has a Vigilance Department. Chief Vigilance Officer, the Head of the Vigilance Division, is under

the direct control of the Central Vigilance Commission (CVC), an independent Govt. Agency.

Besides, the Corporation has adopted Fraud Prevention Policy as per the requirement of SEBI Regulations.

d) **Code of Business Ethics & Conduct:** ITDC has adopted the Code of Business Conduct & Ethics for the Board members and the Senior Management Personnel. The Corporation takes affirmation of compliance of the Code of Conduct by the Board Members and the Senior Management personnel on annual basis. Weblink to the Code is : <https://itdc.co.in/wp-content/uploads/2019/07/Code-of-Business-Conduct-and-Ethics-for-Independent-Directors..pdf>

e) **Compliance with provisions of Right to Information Act, 2005:** The Corporation is a Public Authority under clause (h) of Section 2 of Right to Information Act, 2005. The Corporation has taken necessary steps for the implementation of

the Right to Information Act, 2005. The Corporation is in compliance with the RTI Act, 2005.

f) **ITDC Redressal of Employees Grievance Procedure 2013:** The objectives of the Redressal of Grievances (RoG) Procedure is to provide an easily accessible and responsive machinery for settlement of grievances and to adopt measures in ITDC as would ensure expeditious settlement of grievances of staff and officers leading to increased job satisfaction, improved productivity and efficiency of the Corporation

Further, ITDC follows tendering process in procurement of goods and services as well as in works contracts. As per Government norms, 100% procurement is attempted through GeM against the approved plan. Integrity Pact, Fraud Prevention Policy and few clauses of Business Responsibility Policy are the integral part of

tender document. ITDC as per CVC guidelines has appointed two Independent External monitors whose task is to examine all the representations/grievances/ complaints received by them from the bidders or their authorized representatives related to any discrimination on account of lack of fair play in modes of procurement and bidding systems, tendering method, eligibility conditions, bid evaluation criteria, commercial terms & conditions, choice of technology, specifications etc.

3. **Number of Directors/KMPs/ employees/workers against whom disciplinary action was taken by any law enforcement agency for the charges of bribery/ corruption: NIL**

4. **Details of complaints with regard to conflict of interest: NIL**

5. **Provide details of any corrective action taken or underway on**

| | Current Financial Year | Previous Financial Year | Details of improvements in environmental and social impacts |
|-------|------------------------|-------------------------|-------------------------------------------------------------|
| R&D | NA | NA | NA |
| Capex | NA | NA | NA |

2. a. **Does the entity have procedures in place for sustainable sourcing? (Yes)**

b. **If yes, what percentages of inputs were sourced sustainably?**

ITDC follows tendering process in procurement of goods and services as well as in works contracts. As per Government norms, 100% procurement is attempted through GeM against the approved plan. All directives of the Government are being followed in procurement process. To the extent possible, e-route is followed within the organization.

3. **Describe the processes in place to safely reclaim your products for reusing, recycling and disposing at the end of life, for (a) Plastics**

(including packaging) (b) E-waste (c) Hazardous waste and (d) other waste.

ITDC has implemented various eco-friendly initiatives, including STP/ETP, Rainwater Harvesting Systems, Solar Energy, Organic Waste Converter and other energy conservation measures. Sustainable wastewater management has been ensured by installing STPs/ETPs at all ITDC properties.

The Ashok and Samrat Hotels have a 1 MLD STP, while Hotel Kalinga Ashok in Bhubaneswar has a 30 KLD STP/ETP. Organic Waste Converters have been installed at The Ashok and Samrat Hotels in New Delhi to minimise organic waste effectively.

issues related to fines / penalties / action taken by regulators/ law enforcement agencies/ judicial institutions, on cases of corruption and conflicts of interest: Not Applicable

PRINCIPLE 2 Businesses should provide goods and services in a manner that is sustainable and safe

1. **Percentage of R&D and capital expenditure (capex) investments in specific technologies to improve the environmental and social impacts of product and processes to total R&D and capex investments made by the entity, respectively.**

The use of plastic water bottles is being discouraged and reduced in Units. In Hyderabad House and Vigyan Bhawan, plastic bottle crusher machines are being used for recycling purposes. In large events/functions, water dispensers are being used to reduce plastic water bottles consumption.

4. **Whether Extended Producer Responsibility (EPR) is applicable to the entity's activities (No). If yes, whether the waste collection plan is in line with the Extended Producer Responsibility (EPR) plan submitted to Pollution Control Boards? If not, provide steps taken to address the same. N.A.**

PRINCIPLE 3 Businesses should respect and promote the well-being of all employees, including those in their value chains

| Essential Indicators | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------|---------|--------------------|---------|-----------------------------------------------------------------------------------|---------|---------------------------------------------------------------------------------|---------|---------------------|---------|
| 1. a. Details of measures for the well-being of employees: | | | | | | | | | | | |
| | % of employees covered by | | | | | | | | | | |
| | | Health Insurance* | | Accident Insurance | | Maternity Benefits (All Female employees are covered under Maternity benefit Act) | | Paternity Benefits (All Male employees are covered under Maternity benefit Act) | | Day Care Facilities | |
| | Total (A) | Number(B) | % (B/A) | Number(C) | % (C/A) | Number(D) | % (D/A) | Number(E) | % (E/A) | Number (F) | % (F/A) |
| Permanent Employees | | | | | | | | | | | |
| Male | 361 | 361* | 100 | 0 | 0 | 0 | 0% | 361 | 100% | 0 | 0 |
| Female | 60 | 60* | 100 | 0 | 0 | 60 | 100% | 0 | 0 | 0 | 0 |
| Total | 421 | 421* | 100 | 0 | 0 | 60 | 100% | 361 | 100% | 0 | 0 |
| Other than Permanent Employees** | | | | | | | | | | | |
| Male | | | | | | | | | | | |
| Female | | | | | | | | | | | |
| Total | | | | | | | | | | | |
| * Reimbursement to employees done at CGHS rate for Hospitalization and for select diseases under OPD. | | | | | | | | | | | |
| ** Employees on Direct Contract (Executives) have Medical Insurance of minimum ₹5,00,000/- for self/dependents the premium for which is reimbursable by ITDC. | | | | | | | | | | | |

b. Details of measures for the well-being of workers: N.A. (There are no workers as explained earlier)

| % of workers covered by | | | | | | | | | | | |
|------------------------------------------------------------|---------------------------|------------------|---------|--------------------|---------|--------------------|---------|--------------------|---------|---------------------|---------|
| 1. a. Details of measures for the well-being of employees: | | | | | | | | | | | |
| Category | % of employees covered by | | | | | | | | | | |
| | Total (A) | Health Insurance | | Accident Insurance | | Maternity Benefits | | Paternity Benefits | | Day Care Facilities | |
| | | Number(B) | % (B/A) | Number(C) | % (C/A) | Number(D) | % (D/A) | Number(E) | % (E/A) | Number (F) | % (F/A) |
| Permanent Employees | | | | | | | | | | | |
| Male | | | | | | | | | | | |
| Female | | | | | | | | | | | |
| Total | | | | | | | | | | | |
| Other than Permanent Employees** | | | | | | | | | | | |
| Male | | | | | | | | | | | |
| Female | | | | | | | | | | | |
| Total | | | | | | | | | | | |

2. Details of retirement benefits, for Current FY and Previous Financial Year.

| Benefits | FY 2024-25 Current Financial Year | | | FY 2023-24 Previous Financial Year | | |
|----------|----------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|
| | No. of employees covered as a % of total Employees | No. of workers covered as a % of total Workers (NA) | Deducted and deposited with the authority (Y/N/N.A.) | No. of employees covered as a % of total employees | No. of workers covered as a % of total workers (NA) | Deducted and deposited with the authority (Y/N/N.A.) |
| PF | 100% | N.A. | Y | 100% | N.A. | Y |
| Gratuity | 100% | N.A. | Y | 100% | N.A. | Y |
| ESI | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. |

| Benefits | FY 2024-25 Current Financial Year | | | FY 2023-24 Previous Financial Year | | |
|--------------------------------------------|----------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|
| | No. of employees covered as a % of total Employees | No. of workers covered as a % of total Workers (NA) | Deducted and deposited with the authority (Y/N/N.A.) | No. of employees covered as a % of total employees | No. of workers covered as a % of total workers (NA) | Deducted and deposited with the authority (Y/N/N.A.) |
| Other-TA Entitlement of Retiring employees | 100% | N.A. | N.A. | 100% | N.A. | N.A. |

3. Accessibility of workplaces

Are the premises / offices of the entity accessible to differently abled employees and workers, as per the requirements of the Rights of Persons with Disabilities Act, 2016? If not, whether any steps are being taken by the entity in this regard. Yes.

4. Does the entity have an equal opportunity policy as per the Rights of Persons with Disabilities Act, 2016? If so, provide a web-link to the policy. Yes (www.itdc.co.in)

5. Return to work and Retention rates of permanent employees and workers that took parental leave.

| | Permanent Employees | | Permanent Workers (N.A.) | |
|--------|---------------------|----------------|--------------------------|----------------|
| Gender | Return to work rate | Retention rate | Return to work rate | Retention rate |
| Male | NIL | NIL | NIL | NIL |
| Female | 100 | 100 | NIL | NIL |
| Total | NIL | NIL | NIL | NIL |

6. Is there a mechanism available to receive and redress grievances for the following categories of employees and worker? If yes, give details of the mechanism in brief

| | |
|--------------------------------|-----------------------------------------------------------------------------------------|
| | Yes/No (If Yes, then give details of the mechanism in brief) |
| Permanent Workers | N.A. |
| Other than Permanent Workers | N.A. |
| Permanent Employees | Yes, The Grievance Redressal Mechanism for ITDC employees is available on the intranet. |
| Other than Permanent Employees | CPGRAM, RTI |

7. Membership of employees and worker in association(s) or Unions recognised by the listed entity:

| Category | FY as on 24-25 (Current Financial Year) | | | FY 2023-24 (Previous Financial Year) | | |
|---------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------|------------------------------------------------------------------------------------------------|-----------|
| | Total employees / workers in respective category (A) | No. of employees / workers in respective category, who are part of association(s) or Union (B) | % (B / A) | Total employees/ workers in respective category (C) | No. of employees / workers in respective category, who are part of association(s) or Union (D) | % (D / C) |
| Total Permanent Employees | 421 | | | 465 | | |
| Male | 361 | | | 395 | | |
| Female | 60 | | | 70 | | |
| Total Permanent Workers | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. |
| Male | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. |
| Female | N.A. | N.A. | N.A. | N.A. | N.A. | N.A. |

8. Details of training given to employees and workers:

| Category | FY 2024-25 (Current Financial Year) | | | | | FY 2023-24 (Previous Financial Year) | | | | |
|-----------|----------------------------------------|-------------------------------|---------|-----------------------|---------|-----------------------------------------|-------------------------------|---------|-----------------------|---------|
| | | On Health and safety measures | | On Skill up gradation | | | On Health and safety measures | | On Skill up gradation | |
| | Total (A) | No. (B) | % (B/A) | No. (C) | % (C/A) | | No. (E) | % (E/D) | No. (F) | % (F/D) |
| Employees | | | | | | | | | | |
| Male | 388 | 174 | 45% | 160 | 41% | 411 | 175 | 42% | 161 | 39% |
| Female | 62 | 62 | 100% | 26 | 42% | 72 | 72 | 100% | 17 | 24% |
| Total | 450 | 236 | 52% | 186 | 41% | 483 | 247 | 51% | 178 | 37% |
| Workers | | | | | | | | | | |
| Male | | | | | | | | | | |
| Female | | | | | | | | | | |
| Total | | | | | | | | | | |

Note: Training provided includes Training to Regular Staff, Staff on Direct Contract basis and staff employed through manpower agency.

9. Details of performance and career development reviews of employees and worker

| Category | FY as on 24-25 (Current Financial Year) | | | FY 2023-24 (Previous Financial Year) | | |
|-----------|--------------------------------------------|---------|---------|-----------------------------------------|-------------|---------|
| | Total (A) | No. (B) | % (B/A) | Total (C) | No. (D) | % (D/C) |
| Employees | | | | | | |
| Male | 450 (including Male & Female) | 388 | 86.22% | 465+18 (including Male & Female) | 395+ 16=411 | 85.10% |
| Female | | 62 | 13.78% | | 70+2 =72 | 14.90% |
| Total | | 450 | | 483 | 483 | |
| Workers | | | | | | |
| Male | | | | | | |
| Female | | | | | | |
| Total | | | | | | |

Departmental Promotions are held twice a year, Merit Increments and Financial Up gradations are issued to regular (Executives and Non-Executives). Employees on Direct Contract are granted Annual hike upto the maximum limit of the slab as per the policy. During 2024-25, 22 employees were promoted to the next higher posts.

10. Health and safety management system:

- a. Whether an occupational health and safety management system has been implemented by the entity? (Yes). If yes, the coverage such system?
- b. What are the processes used to identify work-related hazards and assess risks on a routine

and non-routine basis by the entity?

- c. Whether you have processes for workers to report the work related hazards and to remove themselves from such risks. (N.A.)
- d. Do the employees/ worker of the entity have access to non-occupational medical and healthcare services? (Yes)

Reply – For health and safety of the employees and workers robust health, Safety Management System is being followed.

- Round the clock security arrangement and emergency protocols are in place.
- Fire Fighting System in place and regular training is imparted to all the Executives, Staff and Manpower

- Health License is taken from local Municipal Authorities
- Regular medical check-up of Food Handlers
- FSSAI License is taken for food safety
- Trained staff for handling critical equipment and areas
- Un-authorized persons are not allowed in areas having machines and electrical equipment
- Safety gears are provided wherever required
- Medical check- up and IPD/ OPD reimbursement facility for regular employees. ESI facility for manpower engaged through manpower agencies.

11. Details of safety related incidents, in the following format:

| Safety Incident/ Number | Category | FY 2024-25 (Current Financial Year) | FY 2023-24 (Previous Financial Year) |
|---------------------------------------------------------------------------|-----------|----------------------------------------|-----------------------------------------|
| Lost time injury frequency rate | Employees | NIL | NIL |
| (LTIFR) (Per 1 million – person hrs. worked) | Workers | NIL | NIL |
| Total recordable work related injuries | Employees | NIL | NIL |
| | Workers | NIL | NIL |
| No. of fatalities | Employees | NIL | NIL |
| | Workers | NIL | NIL |
| High consequence work related injury or ill health (excluding fatalities) | Employees | NIL | NIL |
| | Workers | NIL | NIL |

12. Describe the measures taken by the entity to ensure a safe and healthy work place.

Reply : For ensuring a safe and healthy work place, all the statutory rules and regulations are followed.

13. Number of Complaints on the following made by employees and workers: NIL

| | FY 2024-25 (Current Financial Year) | | | FY 2023-24 (Previous Financial Year) | | |
|--------------------|----------------------------------------|---------------------------------------|---------|-----------------------------------------|---------------------------------------|---------|
| | Filed during the year | Pending resolution at the end of year | Remarks | Filed during the year | Pending resolution at the end of year | Remarks |
| Working Conditions | | | | | | |
| Health & Safety | | | | | | |

14. Assessments for the year

| | |
|-----------------------------|-------------------------------------------------------------------------------------------------------|
| | % of your plants and offices that were assessed (by entity or statutory authorities or third parties) |
| Health and safety practices | (100%) Assessment are made by the respective statutory authorities from time to time |
| Working Conditions | |

15. Provide details of any corrective action taken or underway to address safety-related incidents (if any) and on significant risks / concerns arising from assessments of health & safety practices and working conditions.

ITDC Board approved the proposal to make expenditure on Fire Detection and Hydrant work of Hotel Kalinga Ashok. Lol for executing the works has been

issued on 13.03.2024. Work has been completed.

PRINCIPLE 4: Businesses should respect the interests of and be responsive to all its stakeholders

1. Describe the processes for identifying key stakeholder groups of the entity.

Stakeholders are those who are significantly impacted by the company's operations or those

who can significantly impact the company's operations. ITDC has already mapped its stakeholders as suppliers, customers, employees, Government, Business partners, Industry and Trade Association, shareholders, Regulatory bodies, media etc. by implementing and by following various policies in this regard.

2. List stakeholder groups identified as key for your entity and the frequency of engagement with each stakeholder group.

| Pending resolution at the end of year | Whether identified as Vulnerable & Marginalized Group (Yes/No) | Channels of communication (Emails, SMS, Newspaper, Pamphlets, Advertisement, Community Meetings, Notice Board, Website), others | Frequency of engagement (Annually/ Half yearly/Quarterly/ others-please specify) | Purpose and scope of engagement including key topics and concerned raised during such engagement |
|---------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Suppliers | No | Advertisement, Meetings, Social Media, Website | As and when required | Pre-bid Meeting, Tender meetings, Vendor meet etc. |

| Pending resolution at the end of year | Whether identified as Vulnerable & Marginalized Group (Yes/No) | Channels of communication (Emails, SMS, Newspaper, Pamphlets, Advertisement, Community Meetings, Notice Board, Website), others | Frequency of engagement (Annually/ Half yearly/Quarterly/ others-please specify) | Purpose and scope of engagement including key topics and concerned raised during such engagement |
|---------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Customers | No | Emails, Advertisement, Social Media Website etc. | From time to time | Being in Hospitality Industry, on daily basis |
| Employees | No | Circulars, Website (Intranet), Social Media, Notice Board | As and when required | Meetings, circulars, office orders etc. |
| Government | No | Meetings, Letters, Emails, Website | As and when required | As intimated by the Government/Ministry |
| Business Partners | No | Emails, Meetings, Website | As and when required | As mutually decided |
| Industry & Trade Association | No | Email, Seminars, Conferences, Meetings, Website, Social Media | As and when required | As intimated by the Association |
| Shareholders | No | Meetings, Emails, Newspaper, Website | Annually | General Meetings |
| Regulatory Bodies | No | Seminars, Conferences, Meetings, Website | As and when re-quired | As intimated by these bodies |
| Media | No | Email, Meetings, Website | As and when re-quired | Performance, Events etc. |

PRINCIPLE 5: Businesses should respect and promote human rights

1. Employees and workers who have been provided training on human rights issues and policy(ies) of the entity, in the following format: No training provided on human rights issues.

| Category | FY 2024-25 (Current Financial Year) | | | | | FY 2023-24 (Previous Financial Year) | | | | |
|-----------|----------------------------------------|-------------------------------|---------|-----------------------|---------|-----------------------------------------|-------------------------------|---------|-----------------------|---------|
| | | On Health and safety measures | | On Skill up gradation | | | On Health and safety measures | | On Skill up gradation | |
| | | No. (B) | % (B/A) | No. (C) | % (C/A) | | No. (E) | % (E/D) | No. (F) | % (F/D) |
| Employees | | | | | | | | | | |
| Male | | | | | | | | | | |
| Female | | | | | | | | | | |
| Total | | | | | | | | | | |
| Workers | | | | | | | | | | |
| Male | | | | | | | | | | |
| Female | | | | | | | | | | |
| Total | | | | | | | | | | |

2. Details of minimum wages paid to employees and workers, in the following format: ITDC is Central Public Sector Enterprise wherein employees are paid salaries as per the pay scales prescribed by DPE.

3. Details of remuneration/salary/wages, in the following format:

| | Male | | Female | |
|--------------------------|--------|--------------------------------------------------------------|--------|--------------------------------------------------------------|
| | Number | Median remuneration/ salary/wages of respective category (₹) | Number | Median remuneration/ salary/wages of respective category (₹) |
| Board of Directors | 2 | 31,23,217 | 0 | 0 |
| Key Managerial Personnel | 1 | 34,61,620 | 0 | 0 |

| | Male | | Female | |
|----------------------------------|--------|--------------------------------------------------------------|--------|--------------------------------------------------------------|
| | Number | Median remuneration/ salary/wages of respective category (₹) | Number | Median remuneration/ salary/wages of respective category (₹) |
| Employees other than BoD and KMP | 419 | 15,91,198.80 | 76 | 17,62,266.50 |
| Workers | NA | NA | NA | NA |

4. Do you have a focal point (Individual/ Committee) responsible for addressing human rights impacts or issues caused or contributed to by the business? (Yes)

a) Being a Government Company, the Corporation is committed to provide equal employment opportunities without any discrimination on the grounds of disability, gender, caste, religion, race, state, colour etc. ITDC is committed to maintain a work environment that is free from harassment based on the above considerations.

b) Being a Government company, salary paid to the employees (permanent as well as on Direct Contract) fulfils all the norms of the Minimum Wages Act.

c) We have Internal Complaint Committees formed for taking up the matters related to Sexual Harassment at Workplace. Also we have a Liaison Officer nominated as SC/ST Representative.

d) Corporation also has a whistle blower policy to enable employees to report malpractices such as misuse of authority, fraud or suspected

fraud, violation of company's rules etc.

5. Describe the internal mechanisms in place to redress grievances related to human rights issues.

Affected person can send the grievance to the Management, Concerned HoD, Vigilance. Issues can also be raised through whistle blower mechanisms. Further being a public sector undertaking, ITDC is governed under CPGRAMS (Centralized Public Grievance Redressal Management System). ITDC is also a Public Authority under RTI Act.

6. Number of Complaints on the following made by employees and workers:

| | FY as on 24-25 (Current Financial Year) | | | FY 2023-24 (Previous Financial Year) | | |
|------------------------------------|--------------------------------------------|-------------------------------------------|---------|-----------------------------------------|-------------------------------------------|---------|
| | Filed during the year | Pending Resolution at the end of the year | Remarks | Filed during the year | Pending Resolution at the end of the year | Remarks |
| Sexual Harassment | 04 | 01 | | 03 | 02 | |
| Discrimination at work-place | NIL | NIL | | 0 | 0 | |
| Child Labour | NIL | NIL | | 0 | 0 | |
| Forced La-bour/ Involuntary Labour | NIL | NIL | | 0 | 0 | |
| Labour | NIL | NIL | | 0 | 0 | |
| Wages | NIL | NIL | | 0 | 0 | |
| Other human right relat-ed issues | NIL | NIL | | 0 | 0 | |

7. Mechanisms to prevent adverse consequences to the complainant in discrimination and harassment cases.

REPLY- We have Internal Complaint Committees (ICCs) formed for taking up the matters related to Sexual Harassment at Workplace. Also we have a

Liaison Officer nominated as SC/ ST Representative.

Further affected person can send the grievance to the Management, Concerned HoD, Vigilance. Issues can also be raised through whistle blower mechanisms. Further being a public sector undertaking, ITDC is governed under CPGRAMS

(Centralized Public Grievance Redressal and Management System). ITDC is also a Public Authority under RTI Act.

8. Do human rights requirements form part of your business agreements and contracts? (Yes/No)

Yes, Principle 5 (i.e. Human Rights violation) is not permitted even as of now and is implied even without introducing in this Business Responsibility Policy. These are general common laws which every

business organization is required to comply. Hence instead of detailed Principle 5 as mentioned in the policy, it has been mandated in the circular for compliance of Business Responsibility Policy that

a suitable general clause is to be incorporated in agreement/Lol regarding promoting human rights by the suppliers/contractors.

9. Assessments for the year:

| | |
|----------------------------------|-------------------------------------------------------------------------------------------------------|
| | % of your plants and offices that were assessed (by entity or statutory authorities or third parties) |
| Child Labour | (100%) Assessment is done by the respective Statutory Authorities or Entity from time to time. |
| Forced Labour/Involuntary Labour | |
| Sexual Harassment | |
| Discrimination at workplace | |
| Wages | |
| Other human right related issues | |

10. Provide details of any corrective actions taken or underway to address significant risks / concerns arising from the assessments at Question 9 above: NIL

PRINCIPLE 6: Businesses should respect and make efforts to protect and restore the environment

1. Details of total energy consumption (in Joules or multiples) and energy intensity, in the following format:

| | FY 2024-25 (Current Financial Year) | FY 2023-24 (Previous Financial Year) |
|---------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|
| Total electricity consumption (A) | 73088.97 MKJ | 55354.64 MKJ |
| Total fuel consumption (B) | 1835.30 MKJ | 31820.74 MKJ |
| Energy consumption through other sources (C) | 35555.91 MKJ | 6863.15 MKJ |
| Total energy consumption (A+B+C) | 110480.18 MKJ | 94038.53 MKJ |
| Energy intensity per rupee of turnover (Total energy consumption /turnover in rupees) | 0.000019 MKJ | 0.000017 MKJ |
| Energy intensity (optional) – the relevant metric may be selected by the entity | | |

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (N) If yes, name of the external agency. : N.A.

2. Does the entity have any sites / facilities identified as designated consumers (DCs) under the Performance, Achieve and Trade (PAT) Scheme of the Government of India? (N) If yes, disclose whether targets set under the PAT scheme have been achieved. In case targets have not been achieved, provide the remedial action taken, if any.: N.A.

3. Provide details of the following disclosures related to water, in the following format:

| Parameter | FY 2024-25 (Current Financial Year) | FY 2023-24 (Previous Financial Year) |
|--------------------------------------------------------------------------|-------------------------------------|--------------------------------------|
| Water withdrawal by source (in kilolitres) | | |
| (i) Surface water | - | - |
| (ii) Groundwater | - | - |
| (iii) Third party water | 3,55,761 (received from NDMC) | 2,86,286 (received from NDMC) |
| (iv) Seawater / desalinated water | - | - |
| (v) Others | - | - |
| Total volume of water withdrawal (in kilolitres) (i + ii + iii + iv + v) | 3,55,761 | 2,86,286 |
| Total volume of water consumption (in kilolitres) | 3,55,761 | 2,86,286 |

| Parameter | FY 2024-25 (Current Financial Year) | FY 2023-24 (Previous Financial Year) |
|--------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|
| Water intensity per rupee of turnover (Water consumed / turnover) | 0.00006 | 0.00005 |
| Water intensity (optional) – the relevant metric may be selected by the entity | | |

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y) If yes, name of the external agency. :As per concerned DISCOMs and NDMC

4. Has the entity implemented a mechanism for Zero Liquid Discharge? If yes, provide details of its coverage and implementation.

Ans. : Yes, we use the treated STP waste water for gardening purpose.

5. Please provide details of air emissions (other than GHG emissions) by the entity, in the following format:

| Parameter | Please specify unit | FY 2024-25 (Current Financial Year) | FY2023-24 (Previous Financial Year) |
|-------------------------------------|---------------------|-------------------------------------|-------------------------------------|
| NOx | mg/Nm3 | 878 | 762 |
| SOx | mg/Nm3 | 54.60 | 65.1 |
| Particulate matter (PM) | Mg/Nm3 | 80.98 | 40.11 |
| Persistent organic pollutants (POP) | mg/Nm3 | | |
| Volatile organic compounds (VOC) | mg/Nm3 | | |
| Hazardous air pollutants (HAP) | Mg/Nm3 | | |
| Others Please specify | organic | | |

6. Provide details of greenhouse gas emissions (Scope 1 and Scope 2 emissions) & its intensity, in the following format: N.A.

| Parameter | Unit | FY 2024-25 (Current Financial Year) | FY2023-24 (Previous Financial Year) |
|-------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------|-------------------------------------|
| Total Scope 1 emis-sions (Break-up of the GHG into CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, if available) | Metric tonnes of CO2 | | |
| Total Scope 2 emissions (Break-up of the GHG into CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, if available) | mg/Nm3 | | |
| Total Scope 1 and Scope 2 emissions per rupee of turnover | | | |
| Total Scope 1 and Scope 2 emission intensity (optional) – the relevant metric may be selected by the entity | | | |

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (N) If yes, name of the external agency. : N.A.

7. Does the entity have any project related to reducing Green House Gas emission? (No) If Yes, then provide details. : N.A.

8. Provide details related to waste management by the entity, in the following format:

| Total Waste generated (in metric tonnes) | | |
|------------------------------------------|------------------------|------------------------|
| | Financial Year 2024-25 | Financial Year 2023-24 |
| Plastic waste (A) | 0.0684 | 0.0783 |
| E-waste (B) | 0.15 | NA |
| Bio-medical waste (C) | NA | NA |
| Construction and demolition waste (D) | | |
| Battery waste (E) | NA(Buyback) | NA(Buyback) |

| Total Waste generated (in metric tonnes) | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| | Financial Year 2024-25 | Financial Year 2023-24 |
| Radioactive waste (F) | NA | NA |
| Other Hazardous waste. Please specify, if any. (G) | 0.097 | NA |
| Other Non-hazardous waste generated (H). Please specify, if any. (Break-up by composition i.e. by materials relevant to the sector) | 3.50 | 0.118 |
| Total (A+B + C + D + E + F + G + H) | 3.8154 | 0.1963 |
| For each category of waste generated, total waste recovered through recycling, re-using or other recovery operations (in metric tonnes) | | |
| Category of waste | Organic Waste | Organic Waste |
| (i) Recycled | NA | NA |
| (ii) Re-used | NA | NA |
| (iii) Other recovery operations | 16.18 | 5.855 |
| Total | 16.18 | 5.855 |
| For each category of waste generated, total waste disposed by nature of disposal method (in metric tonnes) | | |
| Category of waste | | |
| (i) Incineration | | |
| (ii) Landfilling | | |
| (iii) Other disposal operations | 5.855 (Pls. see Point No.9) | 5.039 (Pls. see Point No.9) |
| Total | | |

9. Briefly describe the waste management practices adopted in your establishments. Describe the strategy adopted by your company to reduce usage of hazardous and toxic chemicals in your products and processes and the practices adopted to manage such wastes. :

ITDC has implemented various eco-friendly initiatives, including STP/ETP, Rainwater Harvesting Systems, Solar Energy, Organic Waste Converter and other energy conservation measures. Sustainable wastewater management has been

ensured by installing STPs/ETPs at all ITDC properties. The Ashok and Samrat Hotels have a 1 MLD STP, while Hotel Kalinga Ashok in Bhubaneswar has a 30 KLD STP/ETP. Organic Waste Converters have been installed at The Ashok

and Samrat Hotels in New Delhi to minimise organic waste effectively. Additionally, Hotel Samrat in New Delhi has been LEED Gold certified by the US Green Building Council since Feb 2024.

10. If the entity has operations/offices in/around ecologically sensitive areas (such as national parks, wildlife sanctuaries, biosphere reserves, wetlands, biodiversity hotspots, forests, coastal regulation zones etc.) where environmental approvals / clearances are required, please specify details in the following format: NA

| S. No. | Location of operations/offices | Type of operations | Whether the conditions of environmental approval / clearance are being complied with? (Y/N) If no, the reasons thereof and Corrective action taken, if any. |
|--------|--------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | |
| | | | |

11. Details of environmental impact assessments of projects undertaken by the entity based on applicable laws, in the current financial year:

Comments: ITDC Performance Standards have recognized as a benchmark for environmental and social risk management by achieving certifications from various organizations. The Ashok Hotel, New Delhi is LEED Gold certified hotel under US Green Building Council since 2017. Recently, Hotel Samrat has qualified for LEED certification in Feb 2024.

| Name and brief details of project | EIA Notification No. | Date | Whether conducted by independent external agency (Yes / No) | Results communicated in public domain (Yes / No) | Relevant Web link |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------|
| | | | | | |
| | | | | | |
| 12. Is the entity compliant with the applicable environmental law/ regulations/ guidelines in India; such as the Water (Prevention and Control of Pollution) Act, Air (Prevention and Control of Pollution) Act, Environment protection act and rules thereunder (Yes). If not, provide details of all such non-compliances, in the following format: | | | | | |
| S. No. | Specify the law/ regulation/ guidelines which was not complied with | Provide detail of the non-compliance | Any fines / penalties / action taken by regulatory agencies such as pollution control boards or by courts | Corrective action taken, if any | |
| | | | | | |
| | | | | | |

PRINCIPLE 7: Businesses, when engaging in influencing public and regulatory policy, should do so in a manner that is responsible and transparent

1. a. Number of affiliations with trade and industry chambers/ associations.
Please refer to reply at 1b
- b. List the top 10 trade and industry chambers/ associations (determined based on the total members of such body) the entity is a member of/ affiliated to.

| S. No. | Name of the trade and industry chambers/ associations | Reach of trade and industry chambers/ associations (State/National) |
|--------|--------------------------------------------------------------|---------------------------------------------------------------------|
| 1 | Pacific Asia Travel Association (PATA) | National and International |
| 2 | Standing Conference of Public Enterprises (SCOPE) | National |
| 3 | Indian Association of Tour Operators (IATO) | National |
| 4 | Indian Convention Promotion Bureau (ICPB) | National |
| 5 | Indian National Trust for Art and Cultural Heritage (INTACH) | National |
| 6 | Institute of Public Enterprises (IPE) | National |
| 7 | FHRAI | National |
| 8 | Hotel and Restaurant Association of North India | North India |
| 9 | International Air Transport Association (IATA) | International |
| 10 | Hotel Association of India (HAI) | National |

2. Provide details of corrective action taken or underway on any issues related to anti- competitive conduct by the entity, based on adverse orders from regulatory authorities.

ITDC as the member of above associations/bodies, participates in various meetings conducted by them and gives its inputs.

PRINCIPLE 8: Businesses should promote inclusive growth and equitable development

1. Details of Social Impact Assessments (SIA) of projects undertaken by the entity based on applicable laws, in the current financial year.

| Name and brief details of project | SIA Notification No. | Date of notification | Whether conducted by independent external agency (Yes/No) | Results communicated in public domain (Yes / No) | Relevant Web link |
|-----------------------------------|----------------------|----------------------|-----------------------------------------------------------|--------------------------------------------------|-------------------|
| Not Applicable | | | | | |

2. Provide information on project(s) for which ongoing Rehabilitation and Resettlement (R&R) is being undertaken by your entity, in the following format: Not Applicable

4. Describe the mechanisms to receive and redress grievances of the community.

Corporation has six verticals. Head of each vertical is responsible for satisfactory resolution of all complaints respecting his vertical. Resolution of complaints are also monitored at the top Management/Functional Director level. Resolution of complaints is also monitored by the Administrative Ministry i.e. Ministry of Tourism.

5. Percentage of input material (inputs to total inputs by value) sourced from suppliers:

| | FY 2024-25 Current Financial Year | FY 2023-24 Previous Financial Year |
|----------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------|
| Directly sourced from MSMEs/ small producers | 56% | 61% |
| Sourced directly from within the district and neighbouring districts | Procurement of material is done within the country. | |

PRINCIPLE 9: Businesses should engage with and provide value to their consumers in a responsible manner

1. Describe the mechanisms in place to receive and respond to consumer complaints and feedback.

ITDC is dealing with Travel Agents/Tour Operators/online Travel Portals which mentions guest review scores which in turn helps the customers in better buying decision . Besides that hotels are also taking direct feedback from its customers as part of CRM to improve its services. Customers also give their feedback on travel portals like makemytrip.com etc. Based on the feedback suitable steps are taken by the Company.

2. Turnover of products and/ services as a percentage of turnover from all products/service that carry information about:

| | As a percentage to total turnover |
|-----------------------------------------------------------|-----------------------------------|
| Environment and social parameters relevant to the product | Not Applicable |
| Safe and responsible usage | |
| Recycling and/or safe disposal | |

3. Number of consumer complaints in respect of the following:

| | FY as on 24-25 (Current Financial Year) | | Remarks | FY 2023-24 (Previous Financial Year) | | Remarks |
|--------------------------------|--------------------------------------------|---------------------------------------|---------|-----------------------------------------|---------------------------------------|---------|
| | Received during the year | Pending resolution at the end of year | | Received during the year | Pending resolution at the end of year | |
| Data privacy | NIL | | | NIL | | |
| Advertising | NIL | | | NIL | | |
| Cyber-security | NIL | | | NIL | | |
| Delivery of essential services | N.A. | | | N.A. | | |
| Restrictive Trade Practices | NIL | | | NIL | | |
| Unfair Trade Practices | NIL | | | NIL | | |
| Other (CPGRAMS) | 4 | 0 | - | 5 | 0 | - |

4. Details of instances of product recalls on account of safety issues

| | Number | Reasons for recall |
|-------------------|--------|--------------------|
| Voluntary recalls | NIL | |
| Forced recalls | | |

5. Does the entity have a framework/ policy on cyber security and risks related to data privacy? (Yes) If available, provide a web-link of the policy.

Risk and related measures are covered under Risk Management Policy. Link for the policy/guidelines is <https://itdc.co.in/wp-content/uploads/2019/07/Risk-Management-Policy-1.pdf>

6. Provide details of any corrective actions taken or underway on issues relating to advertising, and delivery of essential services; cyber security and data privacy of customers; re-occurrence of instances of product recalls; penalty / action taken by regulatory authorities on safety of products / services. N.A.

INDEPENDENT AUDITOR’S REPORT

To

The Members of India Tourism Development Corporation Limited

Report on the Audit of the Standalone Financial Statements

Qualified Opinion

We have audited the Standalone financial statements of India Tourism Development Corporation Limited (“the Company”) which comprise the Balance Sheet as at March 31, 2025, the Statement of Profit and Loss (including Other Comprehensive Income), Statement of Changes in Equity and Statement of Cash Flows for the year then ended and notes to the financial statements, including a summary of material accounting policies and other explanatory information (hereinafter referred to as “the Standalone Financial Statements”).

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid Standalone Financial Statements give the information required by the Companies Act, 2013 (“the Act”) in the manner so required and give a true and fair view in conformity with the Indian Accounting Standards prescribed under section 133 of the Act read with the Companies (Indian Accounting Standards) Rules, 2015, as amended, (“Ind AS”) and other accounting principles generally accepted in India, of the state of affairs (financial position) of the Company as at March 31, 2025, and its profit (financial performance including other comprehensive income), changes in equity and its cash flows for the year ended on that date except for the possible effects of the matters described in the Basis for Qualified Opinion section of our report.

Basis for Qualified Opinion

A. MSMED Act Compliances:

As per the information provided to us, the Company has identified suppliers registered under the MSMED Act, 2006, by obtaining confirmation from suppliers and information has been collated to the extent of information received.

In the absence of the requisite audit evidence, we are unable to determine the delay in making payment to MSME entities, liability of interest and compliance on such delayed payments in terms of provisions of MSMED Act (Refer point No. 31 of Note No. 39 of the Standalone Financial Statements).

B. Revenue from License fee

The Company has not generated invoices for license fees on licensees of units, viz. Ashok Hotel, Samrat Hotel & Taj Restaurant (units of ITDC) to the tune of Rs. 1292.59 lakhs during the year 2020-21 on account of Covid-19 pandemic, and hence not considered in Books of Accounts. The matter is still under consideration before the board of Directors of ITDC. Thus, the sale of services from license fees and trade receivables of the Company continued to be understated to this extent. (Refer Point no. 11 of Note 39 to the Standalone Financial Statements).

C. Ashok Travels and Tours (ATT) Delhi

1. ATT had entered into a General Sales Agent (GSA) agreement with M/s Shree Plan Your Journey Pvt. Ltd. (SPYJ) in September 2019 for marketing of its travel-related business. Upon expiry of this agreement, SPYJ was again appointed as GSA through a fresh open tender process dated October 21, 2024. As per management, the terms and conditions of the new agreement are to be considered independently from the earlier

arrangement. In respect of the GSA agreement dated September 2019, we observed the following points:

I. After the initial deposit of security of ₹300.00 lakh. The said amount was required to be increased additionally through the deposit of funds as and when required based on the business. As per the agreement, the evaluation is to be made by the Company on a monthly basis, and in case of its non-compliance, the issue of all travel-related services would be stopped till funds are received. However, as at March 31, 2025, total amount receivable from the business conducted through the GSA amounts to ₹5,238.96 lakh, whereas, ATT has kept on ‘HOLD’ only an amount of ₹1,579.82 lakh in the form of security deposit, bank guarantee, commission and other services payable to cover the outstanding limit. Hence, there is a deficit which is not in consonance with the terms of the agreement (dated September, 2019) and directive of the Board.

II. We observe that various conditions of the agreement with SPYJ were not complied &/or not enforced like credit limit, reconciliation, monthly evaluation, additional Bank Guarantee (BG) etc. Despite raising the issues in the previous years and also in the current year. There is periodical reconciliation of PLB from Airlines, identification of unlinked receipts, credit note delays, settlement of commission bills after receiving full payment from SPYJ clients, compliance of SoP etc. Separate