

**Subject : Rules, Regulations and Manuals of Administration
Division under RTI Act, 2005**

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Emoluments and perks attached to the post of Functional Director in ITDC

Accommodation

Company Leased Accommodation

- i) The Board will have the flexibility to review and provide for an adequate level of leased accommodation as per the guidelines of BPE.
- ii) Monthly ceiling for hiring leased accommodation - 40% of maximum of the pay scale.

Details of furnishing items to be provide:

Beds and mattresses	:	6 Nos.
Dining table with 8 chairs	:	1 No.
Centre table	:	2 Nos.
Side tables	:	3 Nos.
Dressing table with stool and mirror	:	1 No.
Carpet	:	For all the rooms
Curtains	:	For all the rooms
Writing table with chair	:	1 No.
Easy chairs or puffet	:	6 Nos.
Exhaust fan	:	1 No.
Sofa set (10 seater)	:	1 No.
Side board/divider	:	1 No.
Air conditioner	:	3 Nos.
TV set	:	1 No.
Fridge	:	1 No.
Water filter	:	1 No.
Inverter	:	1 No.
Almirah		
Brass planter		
Decorative pieces		
Chandelier		

The items to the extent, in good condition available with Ashok Hotel, Hotel Samrat first to be utilized if not available then procure. The furnishing is to be done on utmost economical basis and should not give an impression of luxurious living.

Self-lease

Accommodation owned by an executive or his/her near relation(s) could be taken on leases by the Company. The monthly ceiling of lease amount would be 40% of maximum of the pay scale.

Conveyance: He will be entitled to the facility of staff car for private use as indicated below:-

<u>Name of the City</u>	<u>Ceiling on non-duty journeys</u>
Delhi, Bombay, Calcutta, Madras, Bangalore and Hyderabad	: 1000 KM/ per month
All other cities	: 750 KM/ per month

Monthly rate of recovery for non-duty journeys would be as follows:

<u>Non air-conditioned cars</u>	<u>Rs per month</u>
Below 16 HP	: Rs 325/-
Above 16 HP	: Rs 490/-

Air-conditioned cars (The Chief Executive of Schedule 'A') (PSE may be allowed AC cars.)

Below 16 HP	: Rs 520/-
Above 16 HP	: Rs 780/-

Telephone

As per requirement.

Other facilities

- Medical facilities - The PSE shall afford medical facilities not inferior to those which are admissible to an All India Service Officer of the same status under Central Government rules on the subject.
- Encashment of LTC - As per GOI Rules.
- Service of one Attendant at the residence - Reimbursement of wages linked with the minimum wages as notified by Delhi Admn. From time to time for unskilled labour

d) Concessional rates in ITDC

1) During leave

- i) Maximum 6 family members including self
 - ii) 10% of published room tariff
 - iii) Subject a maximum of 10 room nights in a calendar year
- 2) 60% discount on published menu in restaurants run/owned by ITDC
- 3) 60% discount on published menu for wedding functions restricted to three times during the service period.

e) Children Education Expenses - Reimbursement of Tuition Fee

Rs 150 per month for two children upto 12th Standard

- f) Reimbursement of Electricity charges upto 600 units per month
- g) Reimbursement for Newspapers
- h) Membership of Two Clubs co-terminus with tenure.

Other facilities

The facilities of crockery and cutlery for official use at residence, reimbursement of briefcase, repair and maintenance charges for residential accommodation and office uniform have been temporarily withdrawn due to austerity measures.

List of furniture/furnishing approved to VP/Sr.VPs for Company Residential Accommodation

SN	Name of Item
1	Carpet for Drawing Room, Dinning Room & two bed rooms
2	Easy Chairs - Four or Puffet
3	Side Board/Divider
4	Side table - two
5	Additional Beds maximum - two
6	Bed side table for each bed - one
7	Dining Table with 6 chairs
8	3 piece Sofa set
9	Centre table - one
10	Beds - 4 + sl No.3 above
11	Dunlop Mattress - Four
12	Dressing table with Mirror - One
13	Dressing stool - One
14	Desert Cooler 6 ft. - one
15	Curtains - 3 sets (1 for Drawing Room & two sets for Bed Rooms)
16	Writing Table with chair - one each

Company Leased Accommodation

1. As per ITDC Company Leased Accommodation Rules
2. Monthly ceiling for hiring accommodation - 40% of maximum of the pay scale

Self-lease

Accommodation owned by an executive or his/her near relation(s) could be taken on lease by the Company. The monthly ceiling of lease amount would be 40% of maximum of the pay scale.

Guidelines in regard to the use of Staff Cars under ITDC Staff Car Rules

Admn:152

2 July 2003

Subject: **Staff Cars**

The following guidelines will stand implemented with immediate effect:

1. FACILITY OF STAFF CAR

- I) Chairman/Part Time C&MD & Full Time Directors - Exclusive staff car for official use. personal use upto 1000 kms. per month permitted.
- ii) Sr.VP/VPs - Division car for duty journey. Private use on payment basis.
- iii) GMs - Use of Division car subject to availability, need and with the approval of functional Director and C&MD. Private use on payment basis. The car will be treated as Pool Car and can be used by other officers during office hours as & when required and ordered by Administration.
- iv) Except the Board level officers, the other officers are not permitted to retain/use staff car during leave/official tour period exceeding three days. Violation of this provision shall attract recovery of Rs. 600/- per day.

2. CONTROL OF THE STAFF CAR

The control of the staff car shall rest with the Head of the concerned Division i.e. SVP/VP/GM who is allowed the facility of pick up from and dropping at residence along with the parking at his/her residence and usage of official purpose.

3. MAINTENANCE OF LOG BOOK

- I) Car Log book should be maintained properly showing separately details of journeys performed for official duties as well as for private use by controlling officer. Wherever the details of journeys are not indicated in log book, such journeys will be treated as private.
- ii) Monthly petrol/diesel consumption statement is required to be furnished to Administrate latest by 5th of the following month for preparing MIS report. Controlling officer is to ensure that the statement duly verified by him/her is sent to Administration in time.

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4. **FULL CEILING AND ITS WITHDRAWAL**

- i) The monthly ceiling of fuel is limited normally up to 102 ltrs. For Ambassador Car and 70 ltrs. For Maruti Van for normal duty on working days. Additional petrol is permissible for pool duty, Airport duties, office duty on Saturdays/Sundays/gazette holidays etc. and for any other special assignment which will be over and above the normal duties.
- ii) Withdrawal of petrol/diesel is allowed only with the signatures of authorized signatories i.e. GM(Admn)/AM(Admn-Scope) or their nominee. This is exempted to the car attached to C&MD and D(F).

5. **REPAIR OF STAFF CAR**

The repair & maintenance of the car would be done at the ITDC Service Station only for which all the requisitions should be routed through Admn. Division and expenditure on repairs more than Rs.5000/- will require approval of VP(HR)/D(F). No claim for payment in this regard shall be admitted unless prior approval is enclosed.

6. **PAYMENT TOWARDS PRIVATE USE OF STAFF CAR**

The staff car facility is provided strictly for official purposes. However, in case of emergency and unavoidable circumstances, it can be used for private purpose for which propulsion cost of specified rate shall be charged from officer concerned. The current rate for private use is Rs.3.50 per k.m. (subject to revision from time to time).

7. **REIMBURSEMENT OF STAFF CAR DRIVING EXPENSE**

With a view to met shortage of staff car drivers, staff car driving expenses are reimbursable to the controlling officer. The maximum ceiling for such expenses is Rs. 4500/- per month. The driver is, however, to be searched and engaged by the controlling officer himself/herself.

8. **MISCELLANEOUS**

- I) Utmost economy should be exercise in official as well as personal use of the car. Every effort should be made to curtail overtime of drivers.
- ii) In the absence of staff car driver, the car may be driven only by the officer himself/herself provided he /she is in possession of a valid driving license.
- iii) The car will not be taken out of the National Capital Region of Delhi either for official or for private use without the written approval of Chairman and Managing Director/Working Directors.

This issues with the approval of the Competent Authority and supersedes all previous orders on the subject.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref: HRM/TA/DA/2007-08

dt. 14.8.2007

OFFICE ORDER

Subject: Rates of Daily Allowance for employees (both executives and non executives) while on tour (within the country)

In supersession of all previous orders issued on the above subject, the revised rates of Daily Allowance shall come into force for various categories of employees of the Corporation, with immediate effect as per annexure 'A'.

2. These rates shall be regulated in accordance with the following conditions:-

- a) No allowance shall be admissible when boarding and lodging facilities are availed in ITDC Hotels.
- b) In cities where ITDC Hotels do not exist, the charges towards Accommodation & food shall be restricted to the limits as specified at Annexure 'A'. For option - II in the Annexure, reimbursement will be of actual amount spent but restricted to limits mentioned therein.
- c) During the actual journey period undertaken by Rail/Road, the employees shall be admissible to lump sum as mentioned below, except in such trains like Rajdhani & Shatabdi etc. where food is included in Ticket Price:-
 - i) Less than 6 hours - No allowance
 - ii) 6-12 hours - 50% of food allowance as per annexure 'A'
- d) Local conveyance will be paid as per rules, while on tour.

3. In addition to the above, it has also been decided to regulate journey undertaken under various modes of conveyance, the details of which are given as under:

3(a) Journey by road between places connected by rail:-

- i) May travel by own car/taxi/scooter/motorcycle. Entitlement will be road mileage restricted to rail fare of the entitled class subject to prior approval of the Competent Authority.
- ii) For officials not entitled to travel by air may travel by any type of bus/air in any class Airlines. The entitlement will be actual fare paid restricted to rail fare of entitled class.

Contd.....

- b) For journey by road between places not connected by rail:-
 - i) May travel by entitled conveyance as per Govt. rules.
 - ii) For travel by other modes, including by own conveyance, prior approval of Director(F) will be obtained.
- 4. It may be mentioned that whenever decision/guidelines are issued by Govt. of India in this regard, the same would be made applicable in the Corporation on "Mutais - Mutandis" (as it is) with immediate effect.
- 5. Booking charges of rail tickets through internet/e-ticketing booked through the website of Indian Railways, Travel Agents shall also be permissible for railways journey undertaken for official purpose.
- 6. For any other aspect not covered in this order, Govt. rules shall be followed.
- 7. For tour to Mumbai, the allowance for hotel accommodation shall be 50% extra than the limits mentioned in Option - II Annexure-A.

Annexure-A

Option-I

Option-II

SN	Category	Option-I			Option-II	
		Allowance for Hotel & Food without production of receipt/bill	Hotels	Accommodation	Single Room with production of bill/ receipt (Taxes extra, if paid extra)	
		Principle cities A+A & B 1	Other Cities including journey SA	Principle Cities A+A&B1	Other Cities	Food allowance
1.	C&MD/Directors	Rs.1500/-	Rs. 1100/-	Actual	Actual	Actual
2	Sr.VP/VP	Rs.1100/-	Rs. 900/-	Rs. 3000/-	Rs.2500/-	Rs. 600/-
3	GMs/DGMs	Rs. 900/-	Rs. 800/-	Rs.2000/-	Rs. 1500/-	Rs. 500/-
4	Sr.Mgrs./Mgrs./AMs	Rs. 600/-	Rs. 450/-	Rs.1500/-	Rs. 1200/-	Rs. 400/-
5	Rs.4500-7000-CDA Rs.5600-9050-IDA and above	Rs. 400/-	Rs. 300/-	Rs. 600/-	Rs. 400/-	Rs. 300/-
6	Rs.3050-4590 and above and up to 4000-6000 CDA Rs. 4530-6455 and above and up to 5310-8360 IDA	Rs. 300/-	Rs. 250/-	Rs. 500/-	Rs. 300/-	Rs. 250/-
7	For all employees below the scale of pay at 6 above	Rs. 250/-	Rs. 200/-	Rs. 300/-	Rs. 150/-	Rs. 200/-

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref No. SEC:Coord:25/2007

Dated: 27th December 2007

OFFICE ORDER

Subject: **Guidelines for foreign tours of Chairman and Managing Director and Functional Directors of ITDC**

In accordance with the board principles laid down by the Department of Public Enterprises in their O.M. No. 2(23)/07-DPE(WC)GL-IX dt. 24.8.2007, the following guidelines have been prepared with respect to the foreign tours of Chairman and Managing Director and the Functional Directors of the Corporation.

1. The Chairman and Managing Director would undertake foreign tours with the prior approval of the Secretary (Tourism). Foreign tours of the Functional Directors shall be approved by the Chairman & Managing Director. However, if budgetary support is received by ITDC for wages/salary in the last three years, foreign tours of C&MD as well as Functional Directors will require prior approval of the Ministry of Tourism.
2. Generally, the Chairman and Managing Director/Functional, Directors would not undertake more than six visits abroad in a year. However, if the nature of business would demand a large number of visits, a calendar of visits for the entire year shall be prepared in advance and visits prioritized. For proposals exceeding six visits of the C&MD/Functional Directors details justification would be furnished and such visits would be allowed only in exceptional cases with the prior approval of Secretary in the Ministry of Tourism.
3. The Chairman and Managing Director/Functional Directors may, subject to the exigencies of work in the ITDC, be granted leave while on tour abroad for a period not exceeding 50% of the actual period of duty abroad (excluding the transit time from India to the country of deputation and back and enforced halt) or a fortnight whichever is less, for personal reasons. Sanction of leave shall be obtained before proceeding on tour. Cases involving grant of leave in excess of limit indicated above decided with the prior approval of the Ministry of Tourism.
4. Utmost economy would be observed in undertaking foreign tours. The Board level functionaries may be entitled to various classes of air travel as per the guidelines issued by the Govt. from time to time but will not be permitted for a higher class, than which is eligible for protocol and any other reasons.

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5. While on tour abroad, the C&MD and Functional Directors will be allowed daily allowance in accordance with the rates and guidelines laid down by the Reserve Bank of India from time to time.
6. Every year the Corporation will prepare budget for the expenditure to be incurred on foreign tours and get it approved from the Board of Directors.
7. A six monthly reports on the foreign tour undertaken by the officers of ITDC will be place d for information of the Board of Directors.

The above guidelines have been approved by the Board of Directors in its meeting held on 29th October 2007 and consented to by the Ministry of Tourism vide their letter No. 1/1/2007-PSU(T)(Pt.) dt.19.12.2007.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref. No. SEC:Coord:25:94

dt. 21.2.2002

OFFICE ORDER

Subject: Release of Foreign exchange for business visits and participation in International Conferences/Seminars abroad.

In partial modification of Office Order No. SEC:Coord:25/94 dt. 15.12.1994 on the above subject, the per diem rates of foreign exchange applicable on foreign tours for all destinations except Nepal and Bhutan would be as follows:

Level of Executives	Column I (in US\$)	Column II (in US\$)
C&MD and Functional Directors	500.00	350.00
Sr.VP/VPs	350.00	250.00
GMs/DGMs	300.00	200.00
Others	250.00	175.00

2. Release of foreign exchange as mentioned in Column I above will be against submission of original bills, vide Office Order No. SEC:Coord:25/94 dt. 4.12.1995.
3. Release of foreign exchange as mentioned in column II above will be without submission of bills.
4. An official deputed for foreign tour shall either be entitled for allowances as indicated in Column No. 1 above on existing terms as notified from time to time or as indicated in Column II above. Prior to proceeding on foreign tour, the concerned official will be required to exercise his option and give an undertaking to this effect.
5. Other terms & conditions as specified in Office Order dt. 15.12.1994 shall be applicable.
6. For the purpose of calculation of admissible foreign exchange under the conditions specified in para 3 (i) and 3 (ii) of Office Order dt. 15.12.1994, release of foreign exchange shall be applicable as indicated in Column II above.
7. This issues with the approval of Chairman & Managing Director.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Dated 15.12.1994

OFFICE ORDER

Subject: **Release of foreign exchange for business visits and participation in International Conferences/Seminars Abroad**

On a review and taking into account the overall increase in hotel tariffs and cost of living abroad, it has been decided to revised the existing per diem rates for official visits abroad.

2 The per diem rates shall be applicable for all destinations except Nepal & Bhutan. The revised rates of foreign exchange would be as follows:

Chairman & MD and Functional Directors	US\$ 500.00
Sr.VPs/VPs	US\$ 350.00
GMs/DGMs	US\$ 300.00
Others	US\$ 250.00

3 The other terms and conditions are as follows:

i) In cases where in the course of foreign tours both boarding and lodging are provided free of cost in the foreign country, the entitlement to per diem allowance will be restricted to 25% of the rate as per entitlement.

ii) In cases where either the lodging or the boarding only is provided free of cost, the entitlement to per diem foreign allowance will be restricted to 50% of the rate as per entitlement.

iii) for the purpose of regulating Daily Allowance, the tour will be deemed to have commenced as soon as the first port of disembarkation in the country of tour is reached and will be deemed to have censes once an employee leaves the last port of embarkation of that/last country of tour.

iv) Employee should stay in good recognized hotel and company may ask any time about hotels:

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v) the employee undertaking the foreign tour will submit his TA/DA bill in the prescribed proforma within 15 days after completion of the journey to the Administration Section for scrutiny and forwarding to Finance & Accounts Division for adjustment within two weeks : and

vi) the concerned employee will also submit to the C&MD his tour report indicating the work done, results achieved and business promotion efforts made etc. with a copy to Administration Section.

4 This issues with the approval of Chairman & Managing Director.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Ref.No. SEC:Coord:25:94

Dated 4.12.95

OFFICE ORDER

Subject: **Deputation aboard of officials of the Public Sector Undertakings -
Instructions regarding**

Please refer to Office Order No. SEC:COORD:25/94 dated 15th December 1994 regarding release of foreign exchange for business visits and participation in International Conferences/Seminars Abroad.

With a view to bringing about economy in expenditure on foreign travel of officers of Public Sector Undertaking, the Department of Public Enterprises vide their OM No 2 (41)/93-DPE(WC) dated 20th September 1995 (copy enclosed) have issued guidelines to the effect that the consolidated amount allowed as per RBI guidelines towards per diem allowance on foreign tours, would cover room rent, taxi charges, entertainment, if any, official telephone calls, other contingent expenses and daily allowance (which normally cover good etc. as per MEA rates for each country. The guidelines further provide that, on return from tour, the employees concerned will render account for all items other than daily allowance and refund to the Corporation any surplus after calculating the expenditure incurred.

The ITDC Board of Directors at their meeting held on 29th November 1995 have adopted the above guidelines for compliance in ITDC. Accordingly, the daily allowance of officials of ITDC for official tours abroad will henceforth be regulated in accordance with the above DPE guidelines of 20th September 1995.

INDIA TOURISM DEVELOPMENT CORPORATION LTD.

Ref : SEC:COORD:25/94

Dated : 27.11.2003

OFFICE ORDER

Sub : **Foreign Tours for business promotion and participation in International Conferences/Seminars, etc.**

With a view to exercising economy in expenditure and removing ambiguities in the existing procedure for granting per diem allowance on foreign tour, it has been decided, in partial modification of Office Order of even number dated 15.12.1994 on the above subject, as under :-

- (i) The entitlement of various officials to travel on the tariff plan would be as under:-
 - (a) Chairman & Managing Director - Business Class
 - (b) Functional Directors/Directors - Economy Class
 - (c) Sr VP/VPs/GMs/Others - Excursion Class
- (ii) Due to exigencies of work, if the journey is to be performed on upward/higher fare ticket, prior approval of C&MD would be required.
- (iii) Per diem Allowance for foreign tours shall be calculated from 12 noon to next 12 noon on the pattern of check-in/check-out in hotels. Full DA shall be admissible for partial night stay of not less than four hours between 8 PM and 6 AM. For split day stay exceeding six hours, 50% DA shall be admissible. No DA shall be admissible for overstay of less than six hours.
- (iv) The total period of stay at the station of the Conferences/Seminars abroad should not exceed more than one night of the conference duration either before the commencement or after the conclusion of the same, unless specific prior approval is obtained from C&MD.
- (v) The tour itinerary should be based on direct/connected flights so as to avoid any forced stay during transit and no additional DA shall be admissible for such forced stay.
- (vi) The HODs while submitting for foreign tours/deputations will also indicate the total expenditure likely to be incurred on the proposed tour.
- (vii) All tour proposals should be routed through the Secretarial Division.

2. This issues with the approval of C&MD.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

CIRCULAR

Admn/Discount/Pol/06

Dated 22.5.06

Subject: **Grant of Concessions and Discount to the Retired employees of the ITDC**

With a view to motivate and enhance the feeling of belongingness amongst the employees of the corporation for making them dedicated and committed manpower to meet the challenges of the highly competitive business scenario, it has been decided by the Management to extend discounts/concessions, presently available to the serving employees of ITDC, also to the retiring employees of the Corporation.

1. **Accommodation**

A discount of 90% on the published room tariff. Maximum 10 rooms nights in a calendar year. Which can be used in different hotels, subject to availability of rooms. This facility will not be available in Ashok Hotel

Food: 60% discount on the published menu rates.

2. **Concession in ITDC Hotels/Restaurants**

60% concession on the published menu, maximum 12 times in a year for maximum six persons at a time. This facility will not be available on Saturdays/Sundays in Ashok Hotel.

3. **Special fixed tariff for Wedding functions**

60% discount on published menu rates for the wedding of son/Daughter restricted up to maximum two times during career/lifetime, provided the same has not been availed before his/her retirement. It could be both children before/after retirement or one before & one after.

While giving the marriage discount, two guest rooms for one night, one for the bride/bride groom and one for the other arrangements will be allowed on complimentary basis.

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Eligibility

1. Employees on attaining the age of superannuation after rendering the minimum service of 20 years in the Corporation.
2. Employees who have resigned after rendering the service of minimum 25 years in the corporation.
3. Widow/husband of the deceased employee, who dies in harness after rendering the service of minimum 20 years in the Corporation, for his/her unmarried son/daughter.
4. The above facilities will not be admissible to the employee opting VRS.
5. For the purpose of keeping records, a pass book will be issued to the retiring employees at the time of their retirement by Administration Division containing his/her photo, address & details of the children and the facilities already availed by the employees etc.
6. This issues with the approval of C&MD.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Admn:221

dt. 3 September, 2003

Subject: **Concession/Discount to ITDC Employees - Procedure/Guidelines for obtaining approval**

The discount/concessions admissible for the ITDC employees and his/her family members in its hotels are hereby consolidated and circulated as under:-

A. **Concessions/Discounts during leave etc.**

Eligibility restricted to 10 rooms nights in a calendar year, which can be availed on different occasion in different hotels also on following tariff:

Accommodation	-	10% of published room tariff
Food & Soft	-	40% of published menu rates

NOTES:

1. This facility is available in ITDC owned hotels subject to availability of rooms (not in the Joint Venture Hotels and in Ashok Hotel, New Delhi).
2. The employee must accompany his/her family members in order to avail discount facilities.
3. For availing the discount facility on room, the employees have to apply to GM(Admn) and no request would be entertained by the Unit Heads directly.

B. **Concession in ITDC Hotels/Restaurant**

Employees and their family members(not exceeding 6 persons, including the employee) can avail of 60% discount on the published menu rates. This facility is not provided in Ashok Hotel and Janpath Hotel on Saturday and Sunday.

C. **Special fixed tariff for Wedding Functions**

Discount for banquet is standardized at 60% on published menu rates. This can be availed for wedding functions and is restricted to three times during the service period of an employee once for self and twice for children i.e. son/daughter.

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PROCEDURE AND GUIDELINES

1. The request for availing discount facility be submitted well in advance to Admn. Division through proper channel duly approved by Head of Division/Unit.
2. An undertaking is to be submitted by the employee along with his/her application stating the number of times he/she has availed this facility prior to this application.
3. A letter from Unit Manager confirming provisional booking for the function should also be enclosed with the application.
4. The written intimation of the cancellation of booking if any should be received minimum 15 days in advance otherwise it will be treated that the facility has been availed.
5. For technical/unavoidable reasons Management reserves the right to change the venue or provide alternative venue at the same station.
6. Ex-post sanction will not be issued for these facilities on any ground.
7. Unit Head will also ensure that no discount is given under this scheme. The Unit Manager will also inform in writing to Admn. Division about availing of the facility by the employee concerned within 10 days with reference to its sanction.
8. Unit Management should also ensure that no credit facility is allowed under any circumstances under this scheme and all payments are settled then and there.
9. Administration Division shall not be responsible for postal delay/loss of request in transit/dak.

Any misuse of the above facilities by an employee would entail severe disciplinary action apart from debarring him from availing the above concessions/discounts.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Admn:221

dt. 25 July, 2006

OFFICE ORDER

The guidelines policy and procedure for Special Fixed Tariff for wedding functions for employees as admissible for them and their families vide Office Order No. Admn:221 dt. 3th September, 2003 is hereby further elaborated and interpreted for deciding and passing the discount:-

EXISTING

Discount for banquet is standardized at 60% on published menu rates. This can be availed for wedding functions and is restricted to three times during the service period of an employee once for self and twice for children, son/daughter.

INTERPRETATION

With immediate effect, the employees shall be entitled for three discounts during their life time (during service as well as after retirement)** These discounts are interchangeable between self and children. An employee, who has just one or no children, can avail the discount for self or vice-versa.

** The entitlement for retired employees shall be regulated in conjunction with Circular No. Admn/Discount/POL/06 dated 22.5.06.

This issues with the approval of the Competent Authority.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Admn:221

Dated 26.12.2007

OFFICE ORDER

Subject: **Concession/Discount to ITDC Employees - Procedure/Guidelines for obtaining approval**

In partial modification of circular of even number dt. 3.9.2003 on the subject cited above, it has been decided by the management that if an employee is not able to accompany his family members due to exigency of work and busy schedule, he will furnish a certificate/Undertaking.

This issues with the approval of the Competent Authority.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Ref:SEC:COORD:25:2002

Dated: 27th August,2002

OFFICE ORDER

Subject: **Concessions/discount to ex-Directors of ITDC**

In supersession of earlier orders on the subject, ITDC Board in its meeting held on 29th July, 2002 has decided the facilities of discount/concession to ex-directors would not be available in hotels under the direct management of ITDC.

CONCESSION IN HOTELS/RESTAURANTS

50% concession on menu price of consumable items like food, soft drinks (excluding hard drinks, beer, cigar, cigarettes and such other items) will be allowed for six family members of ex-Director including himself, when he patronized hotels/restaurants under the direct management of ITDC. Concession on bakery and confectionary items, however, are excluded when these items are not consumed in hotels/restaurants.

FOR HOLIDAYING

- a) While on holiday, the ex-directors and members of their families will be charged 10% of the normal room tariff in the hotels under the direct management of ITDC. 10% of the normal room tariff will be charged when the stay does not exceed 7 nights in a year. In case the stay exceeds 7 nights, 50% of the normal tariff will be charged.
 - b) Supply of food and soft drinks will be served on KOT basis.
- 2 The above facilities will, henceforth, be available to the retiring Directors who have been on ITDC Board for a period of one year or more.
- 3 General Managers/Managers of Hotels units are requested to bring the above instructions to the notice of all concerned in their unit and ensure that due courtesy is extended as and when these facilities are availed by the ex-Directors.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Admn:Co.Lease:2003

30.4.2003

Subject: **Amendment in ITDC Company Leased Residential Accommodation Rules**

The following changes/amendments are notified in the existing Company Leased Residential Accommodation Rules circulated vide Office Order No. PW-Lease/1(13)/96 dt. 8.7.1996:

RULE 2: OBJECTIVE AND APPLICATION

As per Rule 2, Company Leased Residential Accommodation was permissible to all executives including those who are on deputation. Henceforth no new company lease shall be allowed to officers below the level of DGMs. However, the officers who are presently staying in Company Leased Accommodation shall continue to be governed by existing rules as amended from time to time.

RULE 9: REPAIR AND MAINTENANCE

As per rule 9 of Company Leased Residential Accommodation, allottees are eligible for reimbursement of Repairs & Maintenance expenses subject to a maximum ceiling of one month lease rent per annum. Henceforth, reimbursement of Repairs & Maintenance expenses equivalent to one month lease rent or the actual amount of expenses incurred whichever is less shall be allowed once in two years block of Agreement year. In respect of existing lease agreements, two years block period shall commence from retrospective date if six months of agreement year have not been completed by 30.4.2003 and in those cases where more than six months period has been completed as on 30.4.2003 it will start from prospective due date. In case the same accommodation is retained for less than one year in any block period two years, the Maintenance allowance shall not be permissible. However, in case of retiring/parting officers pro-rata maintenance allowance shall be payable subject to minimum stay period of six months in the two years block period.

The above amendments come into force with effect from May 1, 2003.

This issues with the approval of Competent Authority.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Admn:Co.Lease:2003

26 May, 2003

Office Order

Subject: **Amendments in ITDC Company Leased Residential Accommodation Rules**

This is in continuation of Office order of even number dated 30th April, 2003 clarifying the interpretation of Rule 2 about 'Objective and Application' as under:

1. No new Company Leased accommodation shall be allowed to the officers below the level of Deputy General Manager.
2. Officers irrespective of their designation presently availing facility of Company Leased Accommodation shall be allowed to retain the Company Leased Accommodation, get it further renewed or change it in continuation as per rules applicable. However, if the existing lease arrangement is discontinued by the officer, the same shall not be renewed for officers below DGM's level.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Admn:Misc:2003

26.7.2003

OFFICE ORDER

Subject: **Economy in Expenditure**

Keeping in view the depleting financial position of the Corporation and urgent necessity of curtailing expenditure, the management has decided to temporarily withdraw the reimbursement of Repairs & Maintenance expenses on company leased residential accommodation with effect from 1.8.2003.

This issues with the approval of the Competent Authority and supersedes all previous orders in this regard.

INDIA TOURISM DEVELOPMENT CORPORATION LIMITED

Administration Division

Admn:Misc:2003

26.7.2003

OFFICE ORDER

Subject: **Economy in Expenditure**

Keeping in view the depleting financial position of the Corporation and urgent necessity of curtailing expenditure, the management has decided to temporarily withdraw the reimbursement of expenses on buying Furnishing (Crockery, Cutlery & Tableware etc.) for official use at the residence of eligible ITDC executives with effect from 1.8.2003.

This issues with the approval of the Competent Authority and supersedes all previous orders in this regard.