

INDIA TOURISM DEVELOPMENT CORPORATION LTD

Ref: SEC: COORD: 25/2004/110

Dated: 1<sup>st</sup> March, 2019

OFFICE ORDER

**Sub: Engagement of additional manpower**

1. In Supersession of all DoPs on the captioned subject, it has been decided that HOD (HR) will be the Competent Authority to approve engagement of additional manpower through empanelled manpower agency including extension of such cases, as per the requirement of the concerned Division/unit, duly recommended by the concerned Divisional Head/unit Head, in accordance with the rules/policy of the Corporation and guidelines issued from time to time.
2. Further all matters pertaining to contractual employees on direct contract other than policy matters and fresh engagement/appointment will be dealt by Director (Commercial & Marketing). However policy matters and any fresh engagement/appointment on direct contract will be approved by the C&MD.
3. Further HoD (HR) will continue to exercise the powers of HRM Division issued vide office order No. SEC:182(HRM) dated 01.04.2005 to GM(HR).
4. The issues with the approval of Chairperson & Managing Director.



(VK Jain)

Company Secretary

**Distribution:**

1. DF/DCM/CVO
2. All GMs of the HCE units/divisions
3. OSD to C&MD
4. Sr. Manager (IT)
5. Manager (OL)