



HOTEL CORPORATION OF INDIA LIMITED

DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS

HOTEL CORPORATION OF INDIA LIMITED

DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS

SECTION – I

ADMINISTRATION

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT, RD-GM & G.M.
1	2	3	4	5	6
	<u>CREATION AND ABOLITION OF POSTS.</u>				
1.1	Power to create posts	Full in respect of posts carrying approved pay scales the maximum of which does not exceed Rs.22300/- P.m.	Full in respect of post carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18700.		
1.2	Power to abolish posts created under his powers.	Full	Full in respect of post carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18700.		
1.3	Power to re-designate, upgrade and downgrade any post according to requirements.	Full	Full in respect of post carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18700.		
2.1	<u>RECRUITMENT</u> Power to make recruitment and selection to posts in accordance with the Hotel Corporation of India Limited Recruitment and Promotion Rules and Regulations	Full in respect of posts carrying approved pay scales the maximum of which does not exceed Rs.22300/- p.m.	Full in respect of post carrying approved pay scales the maximum of which does not exceed Rs.14500-350-18700	Vice President RD-GM G.M.	Full in respect of posts carrying scales of pay up to Rs.13000-350-18250. Full in respect of posts carrying scales of pay up to Rs.6400-160-9280. Full in respect of posts carrying scales of pay below Rs.6400-160-9280.
2.2	Power to constitute selection committee for appointments to various posts.	Full in accordance with the HCI Recruitment and Promotion Rules and Regulations.	Full in accordance with the HCI Recruitment and Promotion Rules and Regulations.	Vice President/ RD-GM/GM	Full in respect of posts he is competent to make appointments in accordance with the HCI Employees Recruitment and Promotion Rules and Regulations.

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1	2	3	4	5	6
2.3	Power to fix pay on initial appointment in respect of staff which the Chief Executive Officer(CEO) is authorised to appoint.	Full on the recommendations of the Selection Committee. Vice President-Finance to be consulted for fixing pay involving more than five increments.	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700, on the recommendations of the Selection Committee. Fixation of pay involving more than five increments will require CEO's approval.	Vice President RD-GM G.M.	Full in respect of posts carrying scales of pay upto Rs.13000-350-18250, on the recommendations of the Selection Committee. Fixation of Pay involving more than five increments will require CEO'S approval. Full in respect of posts carrying scales of pay upto Rs.6400-160-9280, on the recommendations of the Selection Committee. Fixation of Pay involving more than five increments will require approval of Vice President-Ops. & Vice President-Admin. Full in respect of posts carrying scales of pay below Rs.6400-160-9280, on the recommendations of the Selection Committee. Fixation of Pay involving more than five increments will require the approval of Vice President-Ops. & Vice President-Admin.
2.4	Power to accept Medical Certificate produced by the candidates selected for appointment in the Corporation from Medical Authorities other than the Corporation's Medical Officer.	Full	Full	Vice President-Admn.	Full
2.5	Power to grant travelling allowance on initial appointment.	Full	Full	Vice President-Admn.	Full
2.6	Power to grant TA to persons called for interview/test.	Full	Full	Vice President-Admn.	Full

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1	2	3	4	5	6
2.7	Power to alter date of birth in the service records of individual employee.	Full, subject to production of satisfactory evidence by the employee concerned.	Full on the recommendation of the concerned Vice President in respect of posts carrying scales of pay upto Rs.14500-350-18700 subject to production of satisfactory evidence by the employee concerned.	Vice President-Admn.	Full on the recommendation of the concerned Vice President or in respect of posts carrying scales of pay upto Rs.13000-350-18250 subject to production of satisfactory evidence by the employee concerned.
2.8	Power to accept declaration of Home Town for Leave Travel Concession etc. on initial appointment or alteration at any one time thereafter.	Full.	Full		Full
2.9	Power to decide absorption of services of deputationists.	Full, subject to reporting to the Board at its next meeting.			
2.10	Power to appoint employees having knowledge and expertise of special cuisine and on contract basis for a period not exceeding 5 years for a salary exceeding Rs.12000/- p.m. with residential accommodation.	Full.			
2.11	Power to authorise relaxation in the qualifications and experience as prescribed for the posts.	Full in respect of posts which Chief Executive Officer(CEO) has powers to create and/or fill.			

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3.1	<u>TRAINING</u> Power to nominate persons for training programme to various training institutions.	Full	Full upto GM level for training programmes courses etc. within India on the recommendations of concerned Vice President	Vice President-Admin.	Full upto GM level for training programmes courses etc. within India on the recommendations of concerned Vice President
3.2	Power to make payment of fee to various training institutions in respect of officers/employees sponsored by the Corporation.	Full	Full within budgetary limits	Vice President-Admn.	Full within budgetary limits.
4.1	<u>PROBATION</u> Power to extend the period of probation beyond the probation period prescribed under the rules of the Corporation as applicable from time to time.	Full in respect of posts which Chief Executive Officer(CEO) has powers to create and/or fill.	Full in respect of posts carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18700.	Vice President RD-GM GM	Full in respect of posts carrying scale of pay upto Rs.13000-350-18250. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280. Full in respect of posts carrying scale below Rs.6400-160-9280.
5.1	<u>CONFIRMATION</u> Power to confirm employees appointed to the various grades of service in accordance with the HCI Recruitment and Promotion Rules and Regulations.	Full	Full in respect of posts carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18700.	Vice President RD-GM GM	Full in respect of posts carrying scale of pay upto Rs.13000-350-18250. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280. Full in respect of posts carrying scale below Rs.6400-160-9280.

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6.1	<u>TRANSFER, JOINING DUTY, TRAVELLING ALLOWANCE, HANDING OVER CHARGE ETC.</u> Power to transfer employees of the Corporation from one station to another	Full	Full in respect of posts carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18700.	Vice President	Full in respect of posts carrying scale of pay upto Rs.14500-350-18700.
6.2	Power to relax time limits for an employee's family to follow or proceed with him on his transfer.	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	Vice President	Full in respect of posts carrying scale of pay upto Rs.14500-350-18700.
6.3	Power to grant extension of joining time on transfer	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	Vice President	Full in respect of posts carrying scale of pay upto Rs.14500-350-18700.
6.4	Power to decide shortest or cheapest of two or more routes	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	Vice President RD-GM GM	Full in respect of posts carrying scale of pay upto Rs.14500-350-18700. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280.
6.5	Power to prescribe Headquarters and fix the sphere of duty of all staff under his control.	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	Vice President	Full in respect of posts carrying scale of pay upto Rs.14500-350-18700.

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6.6	Power to allow mileage allowance by a route other than the shortest and cheapest route.	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	Vice President RD-GM GM	Full in respect of posts carrying scale of pay upto Rs.14500-350-18700. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280.
6.7	Power to sanction travel by air or a higher class of accommodation by railway to employees of the Corporation in special circumstances.	Full	Full in respect of posts carrying scales of pay upto Rs.22300/-	Vice President	Full in respect of posts carrying scale of pay upto Rs.22300/- subject to instructions issued from time to time.
6.8	Power to decide the point of termination /commencement of journey.	Full	Full in respect of Officers and staff working under him.	Vice President RD-GM GM	Full in respect of Officers and staff working under him. Full in respect of Officers and staff working under him in the pay scales upto Fs.7000-200-11400. Full in respect of Officers and staff working under him in the pay scales upto Rs.6400-160-9280.
6.9	Power to grant advance of TA on transfer including other advances as admissible on transfer.	Full	Full in respect of Officers and staff working under him.	Vice President/GM	Full in respect of Officers and staff working under him.

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6.10	Power to permit calculation of joining time by a route other than that which travellers ordinarily use.	Full	Full in respect of Officers and staff working under him.	Vice President	Full in respect of Officers and staff working under him.
6.11	Power of a Controlling Officer in respect of his own TA bills and in respect of TA of officers and staff.	Full	Full	Vice President RD-GM/GM	Full Full in respect of Officers and staff working under him including local Journeys on official works.
6.12	Power to pay TA bills of the Chairman and all other Board Directors of the Company and non-official members of the Committee appointed by the Board/Chief Executive Officer(CEO).	Full	Full in respect of Chairman of the Company.	Vice President-Admn.	Full in respect of Chairman of the Company.
6.13	Power to grant advance of TA in respect of his own tours as well as any of the Board Directors and any of the employees of the corporation.	Full	Full in respect of officers and staff working under him including his own tours.	Vice President/ RD-GM	Full in respect of officers and staff working under him including his own tours.
6.14	Power to declare an officer as Controlling Officer for TA claims etc.	Full	Full in respect of post carrying approved pay scales the maximum of which does not exceed Rs.14500-350-18700	-	-

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1	2	3	4	5	6
6.15	Power to permit persons to hand over charge at a place other than his headquarters.	Full	Full in respect of officers and staff working under him.	Vice President	Full in respect of officers and staff working under him.
6.16	Power to grant permission to join duty at a place other than the headquarters.	Full	Full in respect of post carrying scales of pay upto Rs.14500-350-18700	Vice President	Full in respect of post carrying scales of pay upto Rs.14500-350-18700
6.17	Power to sanction continuous halt at a time outside headquarters on duty in excess of the limit allowed in the rules and grant of daily allowance for such halt at full or reduced rates as deemed necessary.	Full	Full in respect of officers and staff working under him.	Vice President	Full in respect of officers and staff working under him in consultation with Vice President-Admin.
7.1	<u>DISCIPLINE:</u> Power to suspend, punish, terminate, remove, retrench or dismiss any employee of the Corporation in accordance with the Hotel Corporation of India Limited Employees' Service Regulations or the Standing Orders as applicable to the unit.	Full in respect of employees on a scale of pay the maximum of which does not exceed Rs.22300/- p.m.	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	Vice President RD-GM GM	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700. Full in respect of posts carrying scales of pay upto Rs.6400-160-9280. Full in respect of posts carrying pay scales below Rs.6400-160-9280.

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7.2	<p>Power to take disciplinary action against:</p> <p>a) Employees appointed by his subordinates.</p> <p>b) Employees appointed by him</p>	<p>Full in cases where the disciplinary action is taken by his subordinates, the Chief Executive Officer(CEO) will be appellate authority.</p> <p>Full against employees drawing pay upto Rs.22300/- p.m.</p>	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	<p>Vice President</p> <p>RD-GM</p> <p>GM</p>	<p>Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.</p> <p>Full in respect of posts carrying scales of pay upto Rs.6400-160-9280.</p> <p>Full in respect of posts carrying pay scales below Rs.6400-160-9280.</p>
8.1	<p><u>RESIGNATION</u></p> <p>Power to accept resignation in respect of officers/employees of the Corporation.</p>	Full in respect of posts the maximum which does not exceeds Rs.22300/- p.m.	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700 in consultation with Vigilance Department.	<p>Vice President</p> <p>RD-GM</p> <p>GM</p>	<p>Full in respect of posts carrying scales of pay upto Rs.13000-300-18250 in consultation with Vice President-Admin. and Vigilance Department.</p> <p>Full in respect of posts carrying scales of pay upto Rs.6400-160-9280 in consultation with Vigilance Department.</p> <p>Full in respect of posts carrying pay scales below Rs.6400-160-9280 in consultation with Vigilance Department.</p>
9.1	<p><u>LEAVE</u></p> <p>Power to grant leave to employees of the Corporation in accordance with the rules of the Corporation.</p>	Full	Full in respect of officers and staff working under him including Leave Travel Concession and Leave Encashment in accordance with the rules.	Vice President /RD-GM/GM	Full in respect of officers and staff working under him including Leave Travel Concession and Leave Encashment in accordance with the rules.

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1	2	3	4	5	6
9.2	Power to grant permission to affix and suffix holidays with leave and/or joining time,	Full	Full in respect of Officers and Staff working under him.	Vice President /RD-GM/GM	Full in respect of Officers and Staff working under him.
9.3	Power to grant Hotel Corporation of India Limited Employees during the period of their deputation/tour abroad-upto 50% of actual duty abroad (excluding transit time) or 15 days whichever is less.	Full	–	–	–
10.1	PROMOTION Power to make officiating appointment against leave vacancies and fixation of officiating salary in respect of post, which he is competent to create and/or fill in accordance with the rules of the Corporation, provided the vacancy is not for less than 30 days.	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18250.	Vice President RD-GM GM	Full in respect of post carrying scales of pay upto Rs.14500-350-18250 in consultation with Vice President-Administration. Full in respect of post carrying scales of pay upto Rs.6400-160-9280. Full in respect of post carrying scales of pay below Rs.6400-160-9280.
10.2	Power to grant for a period not exceeding six months at a time, additional remuneration not exceeding 10% of the pay of the Officers for a work of temporary nature, undertaken by him/her in addition to his/her own duties for a period not less than 30 days.	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18250.	–	–

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1	2	3	4	5	6
10.3	Power to grant remuneration not exceeding 10% of the pay of the Officers for undertaking, in addition to his/her own duties, the current duties of a higher post for not less than 30 days.	Full	Full in respect of post carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18250.	Vice President RD-GM GM	Full in respect of post carrying scales of pay upto Rs.14500-350-18250 in consultation with Vice President-Administration. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280 in consultation with Vice President- Administration. Full in respect of posts carrying scale of pay below Rs.6400-160-9280 in consultation with Vice President-Administration.
10.4	Power to grant normal and additional increments.	Full	Full in respect of post carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18250.	Vice President RD-GM GM	Full in respect of post carrying scales of pay upto Rs.14500-350-18250 in consultation with Vice President-Administration. Full in respect of grant of normal increments to Officers and staff working under him. Full in respect of grant of normal increments to Officers and staff working under him.
10.5	Power to promote employees of the Corporation in accordance with the HCI Recruitment & Promotion Rules & Regulation.	Full in respect of posts to which he has powers to appoint.	Full in respect of post carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18250.	Vice President RD-GM GM	Full in respect of post carrying scales of pay upto Rs.14500-350-18250. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280. Full in respect of posts carrying scale of pay upto Rs.6400-160-9280.

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1	2	3	4	5	6
10.6	Power to grant special pay not exceeding Rs.300/- per month to any post or employee in any case where the consideration of such grant necessary or justified and on such terms as he may prescribe.	Full	Full in respect of post carrying approved pay scales, the maximum of which does not exceed Rs.14500-350-18250.	–	–
11.1	<u>ALLOWANCES AND ADVANCES</u> Power to grant conveyance allowance to Officers and Staff on such scales as may be approved by the Board and to frame rules therefore.	Full	Full in accordance with the Rules governing the grant of fixed conveyance allowance and in concurrence with Vice President-Finance.	Vice President-Admn.	Full in accordance with the Rules governing the grant of fixed conveyance allowance and in consultation with the concerned Vice Presidents.
11.2	Power to grant advances to employees for purchase of conveyance in accordance with the HCl Employee's (Misc. Loans) Rules and Regulations 1978.	Full	Full within budgetary limits.	Vice President-Admn.	Full within budgetary limits.
11.3	Power to sanction permanent advance/ imprest.	Full	Full	Vice President	Full in respect of imprest in consultation with Vice President- Finance.
11.4	Power to fix/relax instalments for recovery of advance of any kind granted to employees of the Corporation.	Full	Full	Vice President-Admn.	Full in consultation with Vice President-Finance.

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1	2	3	4	5	6
11.5	Power to grant overtime wages to employees of the Corporation in accordance with the rules of the Corporation.	Full	Full, subject to general instructions issued in this regard and other rules and regulations.	Vice President /RD-GM/GM	Full, subject to general instructions issued in this regard and other rules and regulations.
11.6	Power to grant festival advance in accordance with the agreement with the Union or Officers.	Full	Full	Vice President /RD-GM/GM	Full
11.7	Power to reimburse employees of the Corporation Medical expenses in accordance with the rules as laid down by Director-Medical Services, Air India.	Full	Full	Vice President /RD-GM/GM	Full
11.8	Power to reimburse medical expenses in relaxation of rules, in exceptional cases, with the specific approval in writing of the Director-Medical Services, Air India including journey expenses and consultation fees.	Full, subject to reporting to the Board subsequently.	Full in respect of posts carrying approved pay scales, the maximum which does not exceed Rs.14500-350-18250.	–	–
11.9	Power to grant payments to employees arising out of statutory enactments and rules and regulations etc., thereunder.	Full	Full	Vice President /RD-GM/GM	Full
11.10	Power to grant house rent allowance to employees of the Corporation in accordance with rules framed from time to time.	Full	Full	Vice President /RD-GM/GM	Full

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11.11	Power to grant salary advance as per rules of the Company.	Upto one month basic pay of the employee to be repaid in six equal monthly installments.	Full upto one month basic pay of the employee to be repaid in six equal monthly installments.	Vice President /RD-GM/GM	Full upto one month basic pay of the employee to be repaid in six equal monthly installments.
11.12	Power to grant housing loans to employees of the Corporation in accordance with the HCI Staff Housing Loan Regulations, 1981.	Full	Full within budgetary limits.	Vice President-Admn.	Full within budgetary limits.
12.1	<u>ADMINISTRATION - GENERAL</u> Power to allow deputation of any employee to any other organisation within India and abroad.	Full in respect of employees whose basic pay does not exceeds Rs.22,300/-p.m.	-	-	-
12.2	Power to prescribe the form of surety bonds to be executed by staff handling cash/stores etc.,	Full	Full in consultation with the employee's legal consultants.	Vice President /RD-GM/GM	Full in consultation with the employee's legal consultants.
12.3	Power to fix installments for recovery of over payment to pay and allowance.	Full	Full	Vice President RD-GM/GM	Full in consultation with Vice President Finance. Full at a rate not exceeding 1/3 rd of pay of the employee. Over payments exceeding one month pay to be reported to Vice President- Administration.
12.4	Power to sanction investigation of arrears/claims more than a year old but less than three years.	Full	Full	Vice President	Full in consultation with Vice President-Finance.
12.5	Power to sanction/ reimburse legal expenditure incurred by the employees of the Corporation in cases arising out of their official duties.	Full	Full in consultation with the Company's legal consultants.	Vice President /RD-GM/GM	Full in consultation with the Company's legal consultants.

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1	2	3	4	5	6
12.6	Power to hire accommodation for all purposes, including accommodation for employees in accordance with principles laid down by the Company.	Full	Full	Vice President-Admn.	Full
12.7	Power to write-off losses upto a limit of Rs.25,000/- in each case.	Full, subject to report being made to the Board in respect of losses in excess of Rs.10,000/-.	Full in concurrence with Vice President Finance subject to report being made to the Board in respect of losses exceeding Rs.10,000/-.	Vice President RD-GM GM	Full in consultation with Vice President-Finance subject to report being made to the Board in respect of losses exceeding Rs.10,000/-. 1) Upto Rs.500/- for losses not due to theft, fraud and negligence. 2) Upto Rs.100/- for losses not due to theft, negligence and breakage. 1) Upto Rs.500/- in each case to the limit Rs.7500/- per annum for losses not due to theft, fraud or negligence. 2) Upto Rs.100/- in each case to the limit of Rs.2000/- per annum for losses due to theft or negligence. The write off of all losses will be subject to conducting formal enquiry and reporting to the next higher authority.
12.8 a)	Power to engage and sanction fees to barristers, pleaders, advocates, lawyers, architects, faculty members etc.	Full	Full in respect of advocates, faculty members etc. Full in respect of tax consultants etc. Upto Rs.1.00 lakh for architects etc.	Vice President Vice President - Finance Vice President-Development	Full in respect of advocates, faculty members etc. Full in respect of tax consultants etc. Upto Rs.1.00 lakh for architects etc.

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12.8 b)	Power to engage and sanction fee/honorarium to consultants, retainers etc.	Upto total emoluments of Rs.15,000/- per month.	–	–	–
12.9	Power to incur expenditure on immediate safety of employees, plants and machinery etc., within works premises and townships.	Full	Full	Vice President /RD-GM/GM	Full
12.10	Power to grant gratuity to employees of the Corporation on retirement/retrenchment in accordance with the rules of the Corporation as applicable from time to time.	Full	Full	Vice President-Admn. RD-GM GM	Full Full in respect of posts upto the pay scale of Rs.6400-160-9280. Full in respect of posts upto the pay scale of Rs.6400-160-9280.
12.11	Power to open and operate the Bank Account of the Corporation, and draw, accept, endorse and negotiate cheques, drafts, promissory notes and other negotiable instruments.	Full, to be exercised in consultation with Vice President-Finance.	–	–	–
12.12	Power to collect and pay contributions to the Provident Fund of the employees of the Corporation and to pay the same to the Authority constituted for the purpose, such of the employees' contribution.	Full	Full	Vice President-Finance	Full
12.13	Power to make contributions to the employees' Welfare Fund.	Full	Full	Vice President-Finance	Full

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12.14	Power to restrict pay of an officiating employee.	Full	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700.	Vice President-Admn. RD-GM GM	Full in respect of posts carrying scales of pay upto Rs.14500-350-18700. Full in respect of posts carrying scales of pay upto Rs.6400-160-9280 Full in respect of posts carrying scales of pay upto Rs.6400-160-9280.
12.15	Power to execute counter guarantees as and when required in favour of Nationalised Banks for performance of any contract or obligation.	Full	Full in concurrence with Vice President Finance and with the approval of CEO.	Vice President-Finance	Full in concurrence with Vice President Finance and with the approval of CEO.
12.16	Power to permit stay of General Managers/ Managers in hotels according to requirements.	Full	Full in respect of short term stay on official duty.	Vice President	Full in respect of short term stay on official duty.
12.17	Power to allow disbursement of salary of a month in advance of the prescribed date of disbursement.	Full to be exercised in consultation with Vice President Finance.	Full	RD-GM/GM	Full
12.18 a)	Power to give business premises/shops in HCI Hotels etc., on licence fee basis.	Full subject to tender procedure and in the event of low tenders or no response, by negotiation.	Full subject to following tender procedure and in the event of low tenders or no response, by negotiation as per rules framed by the Board.	Vice President-Operations.	Full subject to following tender procedure and in the event of low tenders or no response, by negotiation.
12.18 b)	Power to renew licence agreements relating to business premises/shops in HCI Hotels.	Full keeping in view the prevailing market circumstances.	Full, subject to keeping in view the prevailing market circumstances and the general guidelines if any, given by the Board from time to time.	RD-GM/GM Vice President-Operations.	Full in respect of hotels under his control subject to following tender procedure and in the event of low tender or no response, by negotiation. Full, subject to keeping in view the prevailing market circumstances and the general guidelines if any, given by the Board from time to time.

ENTRY NO.	<u>NATURE OF POWER DELEGATED</u>	EXTENT OF POWER AND GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT, RD-GM & G.M.
1	2	3	4	5	6
				RD-GM/GM	Full in respect of Hotel under his control and subject to keeping in view the prevailing market circumstances and the general guidelines if any, given by the Board from time to time.
13.1	<u>INCENTIVES</u> Power to acceptance by Company's employees of honorarium/fee.	Full in the case of acceptance by employees of honorarium/fee from other sources.	Full in the case of acceptance by employees of honorarium/fee from other sources.	Vice President/RD -GM/GM	Full in case of acceptance of honorarium/fee from other sources.
13.2	Power to grant or acceptance by Company's employees of rewards.	Full in the case of acceptance by the Company's employees of rewards and upto 50% of basic pay of each employee in a year when the rewards paid by the Corporation.	Full in the case of acceptance by the Company's employees of rewards and upto 50% of basic pay of each employee in a year when the rewards paid by the Corporation.	Vice President	Full in the case of acceptance by the Company's employees of rewards and upto 50% of basic pay of each employee in a year when the rewards paid by the Corporation.

SECTION-II**FINANCIAL****PAYMENTS TO PERSONS OTHER THAN THE CORPORATION'S EMPLOYEES.**

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
14.1	Power to sanction/pay Arbitration Fee to private person.	Full	Full with the concurrence of Company's Legal Consultants.	Vice President/RD -GM/GM	Full with the concurrence of Company's Legal Consultants.
14.2	Power to pay all claims decreed by a Court of Law, Tribunal or Arbitrator.	Full	Full with the concurrence of Company's Legal Consultants.	Vice President/RD -GM/GM	Full with the concurrence of Company's Legal Consultants.
14.3	Power to sanction/pay claims settled out of Court.	Full	Full with the concurrence of Vice President-Finance.	Vice President/RD -GM/GM	Full with the concurrence of Vice President-Finance.
14.4	Power to sanction TA at suitable rates in favour of experts, consultants etc., engaged in connection with the business of the Corporation.	Full	Full	Vice President	Full

SECTION – III**WORKS/PROJECTS/BUSINESS**

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.1	Power to grant administrative approval of detailed estimates of works/projects/publicity & print production programmes and business proposals.	Upto Rs. 30 lakhs, subject to specific funds being provided in the budget estimates.	Upto Rs. 15 lakhs subject to budget provision and approval of the project by the Competent Authority.	Vice President Vice President-Admn.	Upto Rs.08 lakhs subject to budget provision and approval of the project by the Competent Authority. Upto Rs.10,000/- per job for incurring expenditure on small print jobs subject to inviting tenders only from approved panel of printers.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.2	Power to grant technical sanction to detailed estimates for works/projects/	Full	Full subject to budget provision and approval of the project by the Competent Authority. For scheduled items, CPWD or state PWD schedule of rates will be adopted with relevant cost indices. For non-scheduled items, market rate and/or rates based on latest awarded contract with due modification for low-rated/high rates items will be adopted. The cost estimates will be subject to concurrence by Finance.	Vice President	Full subject to budget provision and approval of the Project by the Competent Authority. For scheduled items, CPWD or State PWD schedules of rates will be adopted with relevant cost indices. For non-Scheduled items, market rates and/or rates based on latest awarded with due modification for law-rated/high rates items will be adopted. The cost of estimates will be subject to concurrence by Finance.
15.3	Power to approve excess expenditure over administrative approval and technical sanction.	Full	Upto 25% of the Administrative Project approval and technical sanction subject to concurrence by Finance.	Project Committee Vice President	Upto 25% of the administrative approval and technical sanction subject to concurrence by Finance. Upto 20% of the administrative approval and technical sanction subject to concurrence by Finance. The combined limits will not exceed 25% of the sanctioned value of the works and whenever these exceeds 25% the approval of the Project Committee will be obtained.
15.4	Power to approve extra items of sanctioned works.	Full	Upto 25% of the sanctioned value of the work subject to concurrence by Finance.	Project Committee Vice President	Upto 25% of the sanctioned value of the work subject to concurrence by Finance. Upto 20% of the sanctioned value of the work subject to concurrence by Finance. The combined limits will not exceed 25% of the sanctioned value of the works and whenever these exceed 25% the approval of the project committee will have to be obtained.
15.5	Power to sanction new works/schemes not included in the budget.	Upto Rs.5 lakhs subject to funds required for the new works/schemes being found from within the budget during the year.	–	–	–

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.6	Power to accept tenders for works when open tenders are invited.	Full	Upto Rs.40 lakhs subject to concurrence with Finance	Project Committee Vice President	Upto Rs.40 lakhs subject to concurrence by Finance. Upto Rs.25 lakhs subject to concurrence by Finance.
15.7	Power to accept tender when single tender is received after invitation of tenders by a duly constituted Committee. <u>AMENDMENT APPROVED IN 223 BOARD MEETING HELD ON 26.06.2013</u>	Upto Rs. 25 lakhs	Upto Rs20lakhs subject to concurrence by Finance.	Project Committee Vice President	Upto Rs. 15lakhs subject to concurrence by Finance. Upto Rs.10 lakh subject to concurrence by Finance.
15.8	Power to accept a tender other than the lowest.	Full. Reasons for not accepting the lowest tender to be recorded in writing.	Upto Rs. 40 lakhs subject to concurrence by Finance.	Project Committee Vice President	Upto Rs.40 lakhs subject to concurrence by Finance. Upto Rs.25 lakhs subject to concurrence by Finance. Reasons for not accepting the lowest tender to be recorded in writing.
15.9	Power to invite and accept limited/negotiated tenders.	Full. Reasons for not accepting the lowest tender to be recorded in writing.	Upto Rs. 40 lakhs subject to concurrence by Finance.	Project Committee Vice President	Upto Rs.40 lakhs subject to concurrence by Finance. Upto Rs.25 lakhs subject to concurrence by Finance. The tenders will be invited from the appropriate panel/list and reasons for not accepting the lowest tender will be recorded in writing.
15.10	Power to award works without calling tenders.	Upto Rs. 1 lakh in each case.	Upto Rs.75,000/- in each case.	Vice President RD-GM	Upto Rs. 50,000/- in each case. Upto Rs.15,000/- in each case. The power to be exercised only in emergency cases with the concurrence of Finance.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.11	Power to sanction re-appropriation within the sanctioned budget.	i) Upto 10% of the original budget estimated for the particular head of expenditure within the overall sanctioned budget. ii) Full in case of re-appropriation under a particular head of expenditure.	Full within the allocation made to the Division. All re-appropriation exceeding Rs.50,000/- will be reported to CEO.	Vice President	Full within the allocation made to the Division. All re-appropriations exceeding Rs.50,000/- will be reported to CEO through Vice President-Finance.
15.12	Power to enter into and execute contract for (a) Works, (b) Purchase of stores and materials (c) Plant and Machinery and (d) other purposes under Capital Revenue Expenditure Budgets,	Full subject to funds being available under the appropriate budget head and the expenditure having been sanctioned by the Competent Authority and in accordance with such rules and procedures as may be prescribed from time to time. However, for any single item exceeding Rs.30.00 lakhs the Board of Vice Presidents would need to be kept informed.	Upto Rs.30.00 lakhs subject to funds being available under the appropriate budget head and the expenditure having been sanctioned by the Competent Authority and in accordance with such rules and procedures as may be prescribed from time to time.	Vice President General Managers	Upto Rs.15.00 lakhs with concurrence of Finance and subject to funds being available under the appropriate budget head and the expenditure having been sanctioned by the Competent Authority and in accordance with such rules and procedures as may be prescribed from time to time. Upto Rs.5.00 lakhs with concurrence of Finance and subject to funds being available under the appropriate budget head and the expenditure having been sanctioned by the Competent Authority and in accordance with such rules and procedures as may be prescribed from time to time.
15.13	Power to sanction commencement of work on an urgency certificate after administrative approval but before technical sanction of the estimate.	Upto Rs.1 lakh in each case.	—	—	—

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.14	Power to grant extension of time beyond the period stipulated for the execution of the contract and power to levy/condone penalty/for delay in execution of works.	Full subject to the conditions that in case of contracts over Rs.50 lakhs, all extension exceeding 6 months be reported to the Board.	Full subject to the conditions that in the case of contracts over Rs.50 lakhs all extension exceeding 6 months will be reported to the Board through CEO.	Project Committee Vice President RD-GM GM	Full, subject to the conditions that in the case of contracts over Rs.50 lakhs all extension exceeding 6 months will be reported to the Board through CEO. Full in respect of contract awarded within his powers with or without penalty subject to maintaining proper hindrance Registers at the site. Running payments will be released on the basis of provisional extension of time. Full in respect of contracts upto Rs.60,000/- Full in respect of contracts upto Rs.40,000/-
15.15	Power to declare stores as surplus or unserviceable and power to order the disposal of stores so declared.	Full.	Full in respect of perishable stores and upto Rs.2 lakhs in respect of non-perishable stores subject to following prescribed procedure fixing reserve price prescribing mode of disposal etc. The limit refers to the book value of the item.	Vice President RD-GM GM	Full in respect of perishable stores and upto Rs.1 lakh in respect of non-perishable stores subject to following prescribed procedure fixing reserve price prescribing mode of disposal etc. The limit refers to the book value of the item. Full in respect of perishable stores and upto Rs.40,000/- in respect of non-perishable stores subject to following prescribed procedure fixing reserve price prescribing mode of disposal etc. The limit refers to the book value of the item. Full in respect of perishable stores and upto Rs.25,000/- in respect of non-perishable stores subject to following prescribed procedure fixing reserve price prescribing mode of disposal etc. The limit refers to the book value of the item.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.16	Power to sanction disposal of sundry moveable property/assets.	Upto Rs.3 lakhs for any particular property/assets on written down value basis subject to reporting to the Board.	Upto Rs.1 lakh subject to following prescribed procedure, fixing reserve price, prescribing mode of disposal etc. The limit refers to the book value of the item.	Vice President RD-GM GM	Upto Rs.1 lakh subject to following prescribed procedure, fixing reserve price, prescribing mode of disposal etc. The limit refers to the book value of the item. Upto Rs.40,000/- subject to following prescribed procedure, fixing reserve price, prescribing mode of disposal etc. The limit refers to the book value of the item. Upto Rs. 25,000/- subject to following prescribed procedure, fixing reserve price, prescribing mode of disposal etc. The limit refers to the book value of the item.
15.17	Power to sell surplus, stores, stocks etc.	Full.	Full in respect of stores declared surplus subject to following prescribed procedure and with the concurrence of Finance.	Vice President RD-GM GM	Full in respect of stores declared surplus subject to following prescribed procedure and with the concurrence of Finance. Upto Rs.75,000/- in respect of stores declared surplus subject to following prescribed procedure and with the concurrence of Finance. Upto Rs.50,000/- in respect of stores declared surplus subject to following prescribed procedure and with the concurrence of Finance.
15.18	Power to incur expenditure on maintaining and repairs to roads, buildings, plant and machinery, vehicles and other property of the Corporation.	Full	Full subject to budget provision and concurrence by Finance.	Vice President RD-GM GM	Full subject to budget provision and concurrence by Finance. Upto Rs.1.25 lakhs subject to budget provision and concurrence by Finance. The financial limits are for each case and include material issued from stores and labour employed departmentally.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.19	<p>Power to fix rates for residential accommodation, shops and business premises.</p> <p>a) i.e. residential accommodation according to the rules of the Corporation applicable from time to time.</p> <p>b) Shops and business premises.</p>	Full	Full in accordance with the rules of the Corporation.	<p>Vice President-Administration</p> <p>–</p>	<p>Full in accordance with the rules of the Corporation.</p> <p>–</p>
15.20	Power to award contracts of loading clearance, unloading handling transport etc.	Full	Full subject to budget provision and concurrence by Finance.	Vice President/RD-GM/GM	Full subject to budget provision and concurrence by Finance.
15.21	Power to waive compensation for loss due to the contract in all cases where the Chief Executive Officer(CEO) is competent to enter into contract by virtue of the delegations made to him under paragraphs mentioned above.	Full	Upto Rs.20,000/- in each case in respect of contracts awarded within his powers or by his subordinates, subject to concurrence by Finance.	Vice President	Upto Rs.15,000/- in each case in respect of contracts awarded within his powers or by his subordinates, subject to concurrence by Finance.
15.22	Power to fix hire charges for vehicles, mobile equipment, machinery etc. and sanction or remission wherever necessary.	Full	Upto Rs.20,000/- in each case in respect of contracts awarded within his powers or by his subordinates, subject to concurrence by Finance.	–	–
15.23	Power to sanction hire charges for mobile equipment, machinery from other Government Departments or elsewhere.	Full	Full subject to budget provision.	Vice President RD-GM	<p>Full subject to budget provision.</p> <p>Upto Rs.10,000/- in each case, subject to budget provision.</p>

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.24	Power to order demolition of temporary structures or their sale for demolition.	Full	–	–	–
15.25	Power to sanction extra/supplementary items and/or minor deviations in contracts for works/schemes/proposals.	Full	Upto 25% of the sanctioned value of the work subject to concurrence by Finance.	Project Committee Vice President	Upto 25% of the sanctioned value of the work subject to concurrence by Finance. Upto 20% of the sanctioned value of the work subject to concurrence by Finance. The combined limits will not exceed 25% of the sanctioned value of the works and wherever these exceed 25%, the approval of the Project Committee will be obtained.
15.26	Power to approve substituted items of sanctioned works.	Full	Upto 25% of the sanctioned value of the work subject to concurrence by Finance.	Project Committee Vice President	Upto 25% of the sanctioned value of the work subject to concurrence by Finance. Upto 20% of the sanctioned value of the work subject to concurrence by Finance. The combined limits will not exceed 25% of the sanctioned value of the works and wherever these exceed 25%, the approval of the Project Committee will be obtained.
15.27	Power to order departmental execution of works in respect of sanctioned works, including purchase of material, employing of muster roll labour and award of labour/piece-rate to contractors etc.	Full	Upto Rs.10 lakhs.	Vice President	Upto Rs.10 lakhs.
15.28	Power to forfeit earnest money, security deposits or other money paid by the contractor on breach of agreement or contract.	Full	Full	Vice President	Full

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.29	Power to charge preliminary project expenses of abandoned/deferred projects to the overheads of any unit/headquarters.	Full	–	–	–
15.30	Power to sanction expenditure for transportation of the material/machinery/tools and equipment by other than the cheapest mode in exigencies of works.	Full. Reasons to be recorded in writing.	Full. Reasons to be recorded in writing.	Vice President	Full. Reasons to be recorded in writing.
15.31	Power to cut trees and dismantle material for implementing sanctioned schemes/works and dispose off dismantled materials.	Full	Full	Vice President	Full.
15.32	Power to release on account of payment to contractors/ suppliers against work done/material supplied for which regular bills have been submitted, pending detailed scrutiny of the bills by the Finance and Projects Departments.	Full, subject to the conditions that two consecutive payments will not be released to the same party.	Upto 75% value of the bill as certified by the Engineer-Incharge/Vice President-Technical subject to the conditions that two consecutive payments will not be released to the same party. A regular bill is always based on detailed measurements in the prescribed Measurement Book. Balance payment will be released after scrutiny of the bill is completed.	Vice President	Upto 75% value of the bill as certified by the Engineer-Incharge/Vice President-Technical subject to the conditions that two consecutive payments will not be released to the same party. A regular bill is always based on detailed measurements in the prescribed Measurement Book. Balance payment will be released after scrutiny of the bill is completed.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
15.33	Power to release adhoc payments to contractors/suppliers on the basis of rough/assessment of the works executed/materials supplied, pending detailed scrutiny of the bills by the Projects and Finance Departments.	Full, subject to the conditions that two consecutive payments will not be released to the same party.	Upto 75% value of the bill as certified by the Engineer-Incharge/Vice President-Technical subject to the conditions that two consecutive payments will not be released to the same party. A regular bill is always based on detailed measurements in the prescribed Measurement Book. Balance payment will be released after scrutiny of the bill is completed.	Vice President	Upto 75% value of the bill as certified by the Engineer-Incharge/Vice President-Technical subject to the conditions that two consecutive payments will not be released to the same party. A regular bill is always based on detailed measurements in the prescribed Measurement Book. Balance payment will be released after scrutiny of the bill is completed.

SECTION IV
MISCELLANEOUS

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
16.1	Power to insure loss or damage by fire or otherwise for such period and to such extent as the Chief Executive Officer(CEO) may think proper, all or any part of the goods, stores, products and other movable/immovable property of the company either separately or jointly. Also to insure all or any portion, of the food products or other articles imported or exported by the Company and to sell/assign, surrender or discontinue any policies of insurance effected in pursuance of this power.	Full	Full as per prescribed policy.	Vice President/RD -GM/GM	Full as per prescribed policy.
16.2	Power to enter in to and execute contracts, deeds instruments and assurance of property and in particular : a) All service agreements. b) Security bonds for the due performance of their duties by Company employees. c) Lease of houses, lands or other immovable property.	Full, except such items as may require the common seal of the Corporation under the Companies Act, 1956 or the Article of Association of the Corporation, including Section 48, 50 and 114 of the Companies Act, 1956.	Full, except such items as may require the common seal of the Corporation under the Companies Act, 1956 or the Articles of Association of the Corporation including Section 48, 58 and 144 of the Companies Act, 1956.	Vice President-Admn.	Full, except such items as may require the common seal of the Corporation under the Companies Act, 1956 or the Article of Association of the Corporation including Section 48, 50 and 114 of the Companies Act, 1956.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
16.3	Power to institute conduct and defend any legal proceedings by or against the Company or its employees in connection with the affairs of the Company.	Full	Full in concurrence with Legal Advisor.	Vice President	Full in consultation with Legal Advisor.
16.4	Power to sanction payment of money as decreed by a Court Tribunal or Arbitrator to the employees of the Corporation.	Full	Full in concurrence with the Company's legal consultants. Cases involving payment of more than Rs.8,000/- will be reported to CEO.	Vice President/RD -GM/-GM	Full in consultation with company's legal consultant. Cases involving payment of more than Rs.5,000/- will be reported to CEO.
16.5	Power to make and give receipts release and other discharges for money payable to the Corporation and for the claims and demands of the Corporation.	Full	Full	Vice President-Fin. RD-GM/ GM	Full Full in respect of claims and demand made on the hotels under his control subject to conditions as may be prescribed from time to time.
16.6	Power to open letters of credit, sign letters of credit papers and amendments, retire documents received from supplier and authorize any other officer of the Corporation in this behalf.	Full	Full in concurrence with DF	Vice President-Fin.	Full
16.7	Power to remit disallowance by accounts and audit up to Rs.1,000/- is each case.	Full	--	--	--

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
16.8	Power to appoint Attorney or Attorneys of the Corporation for the discharge of its functions.	Full	Full	Vice President-Admn.	Full
16.9	Power to incur expenditure on gift items upto Rs.10,000/- on each occasion.	Full	Upto Rs.2,000/- per item subject to a limit of Rs.30,000/- per year.	Vice President RD-GM GM	Upto Rs.1,000/- per item, subject to a limit of Rs.10,000/- per year. Upto Rs.500/- per item, subject to a limit of Rs.5,000/- per year. Upto Rs.200/- per item, subject to a limit of Rs.3,000/- per year.
16.10	Power to sanction expenditure on entertainment subject to limits laid down in the rules applicable from time to time.	Full	Full within the budget allotted to the Department.	Vice President RD-GM	Full within the budget allotted to the Department Full within the budget allotted to the unit subject to general instructions issued by Headquarters.
16.11	Power to incur non-recurring expenditure of Rs.20,000/- in each case and recurring expenditure of Rs.2,500/- p.m., in each case for any miscellaneous purpose not specified in this delegation.	Full	Upto Rs.5,000/- in each case for non-recurring expenditure only.	Vice President	Upto Rs.2,500/- in each case for non-recurring expenditure only.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
16.12	Power to sanction write-off of bad debts.	Upto Rs.25,000/- in each case subject to : a) reporting to the Chairman and b) maximum limit of Rs.5 Lakhs in all other cases. Report to the Board for cases aggregating beyond Rs.5 lakhs.	Upto Rs.20,000/- in each case on the recommendation of the Committee for write-off of old and irrecoverable debts.	Vice President RD-GM GM	Upto Rs.12,500/- in each on the recommendation of the Committee for write-off of old and irrecoverable debts. Upto Rs.500/- in each case subject to Rs.10,000/- per annum in respect of irrecoverable loans/advances/ over-payments to staff. Upto Rs.250/- in each case subject to Rs.5,000/- per annum in respect of irrecoverable loans/advances/ over-payments to staff.
16.13	Power to sanction claims for demurrage/wharfage etc.	Full	Upto Rs.20,000/- with concurrence of Vice President-Finance.	Vice President RD-GM GM	Upto Rs.15,000/- in consultation with Vice President-Finance. Upto Rs.15,000/- in consultation with Vice President-Finance. Upto Rs.15,000/- in consultation with Vice President-Finance.
16.14	Power to institute, define, compound or abandon legal proceedings or refer claims to arbitration and execute powers of attorney and sign Vakalatnamas, Mukhtiarnamas, plaints, written statements and other documents and papers in connection with cases in law courts etc. on behalf of the Corporation.	Full, subject to a report being submitted to the Board where Company's claims are compounded or abandoned.	Full in consultation with Legal Advisor and subject to report being submitted to the Board where the Company's claims are compounded/abandoned. This includes filing of applications under the different provisions of the Pubic Premises (Eviction of Unauthorised Occupants) Act, 1971 for purpose of recovery of arrears of the Licence fee/damages from allottees of shop for filing eviction proceedings in respect of those shops as and when necessary to file appeals, revisions, or defend such cases in the higher courts.	Vice President-Admn. /RD-GM/GM	Full in consultation with Legal Advisor and subject to report being submitted to the Board where the Company's claims are compounded/abandoned. This includes filling of applications under the different provisions of the Pubic Premises (Eviction of Unauthorised Occupants) Act, 1971 for purpose of recovery of arrears of the Licence fee/damages from allottees of shop for filing eviction proceedings in respect of those shops as and when necessary to file appeals revisions, or defend such cases in the higher courts.

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
16.15	Power to incur expenditure on liaison visits to other hotels/restaurants within India.	Upto Rs.5,000/- p.m.	Upto Rs.3,500/- p.m.	Vice President-Opns. RD-GM GM	Upto Rs.2,000/- p.m. Upto Rs.500/- p.m. Upto Rs.200/- p.m.
16.16	Power to invest and deal with any of the moneys of the Corporation not immediately required for the purpose thereof, upon such securities and in such manner as the Chief Executive Officer(CEO) may think fit from time to time.	Full, subject to the limits prescribed by the Boards by specific resolution in accordance with Section 292 of the Companies Act, 1956.	Full, subject to the limits prescribed by the Boards by specific resolution in accordance with Section 292 of the Companies Act, 1956.	Vice President-Finance	Full, subject to the limits prescribed by the Boards by specific resolution in accordance with Section 292 of the Companies Act, 1956.
16.17	Power to take suitable action pursuant to comments and observation made by the Statutory Branch and Government Auditors of the accounts of the Corporation.	Full	Full	Vice President-Finance	Full
16.18	Power to make provisions in the books of accounts for liabilities, expenses contingencies and losses.	Full	Full	Vice President-Finance	Full
16.19	Power to write back provisions not required and transfer of credit balances including unlinked amounts to income.	Full	---	---	---

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
16.20	Power to approve purchase, capitalisation, sale and disposal of fixed assets.	Full, subject to budget provision, and upto a value of Rs.10 lakhs for items not budgeted.	---	---	---
16.21	Power to sponsor officers of the corporation to travel conventions and sales promotion-cum-study tours abroad according to the business interest of the Corporation subject to Government approval as may be required from time to time.	Full	---	---	---
16.22	Power to make nominations of officials of existing as well as new HCI unit as persons responsible for the purpose of prevention of food adulteration as also to make changes in the nominations from time to time as may be necessary in the business interest of the Corporation.	Full	---	---	---

SECTION V**PURCHASE**

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
17.1	<p>Power to sanction purchase of items:</p> <p>a) Raw Materials</p> <p>b) Provision and fresh supplies</p> <p>c) Plant & Machinery</p> <p>d) Stores & Spares</p> <p>e) Tools and Equipment</p> <p>f) Other items</p> <p>1) Capital Expenditure - Budgeted</p> <p>2) Capital Expenditure Non Budgeted</p> <p>3) Revenue Expenditure Budget</p> <p>4) Revenue Expenditure Non Budgeted</p>	<p>No Limit</p> <p>Full to the extent of Block Provision as approved in the Capital Budget.</p> <p>Full</p> <p>No limit.. However, for any single item expenditure exceeding Rs.30.00 lakhs Board to be informed.</p>	<p>Upto Rs.30.00 lakhs</p> <p>Rs.5.00 lakhs in any one month and Rs.1.00 lakh per item to be reported to the Chief Executive Officer(CEO).</p> <p>Upto Rs.20.00 lakhs</p> <p>Rs.5.00 lakhs to be reported to Chief Executive Officer(CEO)</p>	<p>Vice President GM</p> <p>Vice President</p> <p>GM</p> <p>Vice President GM</p> <p>Vice President GM</p>	<p>Upto Rs.15.00 lakhs with concurrence of Finance</p> <p>Upto Rs.5.00 lakhs with concurrence of Finance</p> <p>Rs.1.00 lakh in any one month and Rs.10,000/- per item. To be reported to the CEO.</p> <p>Rs.50,000/- in any one month and Rs.5000/- per item. To be reported to the CEO.</p> <p>Rs.10.00 lakhs</p> <p>Rs.5.00 lakhs</p> <p>Rs.1.00 lakh to be reported to Chief Executive Officer(CEO)</p> <p>Rs.50,000/- to be reported to Chief Executive Officer(CEO)</p>

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
17.2	Power to purchase at controlled rates/DGS and D rates without calling for tenders	Full	Full, Subject to budget provisions	Vice President/RD -GM/GM	Full subject to budget provisions.
17.3	Power to purchase/accept tenders of raw materials at controlled rates or specified/ceiling rates approved by the Government or by the Board of Directors.	Full	Full subject to budget provisions	Vice President/RD -GM/GM	Full subject to budget provisions
17.4	Power to amend contracts for purchase upto 10% of the total value of the contract.	Full subject to there being no change in the rates.	Full subject to there being no change in the rates	Vice President/RD -GM/GM	Full subject to there being no change in the rates.
17.5	Power to accept tenders when open tenders are invited.	Full	Full subject to budget provisions and concurrence by Finance	Vice President/RD -GM/GM	Full subject to budget provision and concurrence by Finance
17.6	Power to accept a Tender other than the lowest	Full. Reasons for not accepting the lowest to be recorded in writing.	Full with the concurrence of Finance. Reasons for not accepting the lowest tender to be recorded in writing.	Vice President/RD -GM/GM	Full with the concurrence of Finance. Reasons for not accepting the lowest tender to be recorded in writing.
17.7	Power to accept tender when single tender is received after invitation of tenders by a duly constituted Committee. * Amended and approved in 217 th Board Meeting held on 29.11.2011	Upto Rs.3 lakhs	Upto Rs.3 lakhs	Vice President RD-GM GM	Upto Rs.3 lakhs Upto Rs.2 lakhs Upto Rs.1 lakh

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
17.8	Power to purchase proprietary articles	Full subject to obtaining current rate list of the Company and placing it on record.	Full subject to obtaining current rate list of the company and placing it on record and concurrence by Finance	Vice President RD-GM GM	Full subject to obtaining current rate list of the company and placing it on record and concurrence by Finance. Upto Rs.25,000/- at a time subject to obtaining current rate list of the company and placing it on record and concurrence by Finance. Upto Rs.10,000/- at a time subject to obtaining current rate list of the company and placing it on record and concurrence by Finance.
17.9	Power to place repeat orders within six(6) months of the original order.	Full subject to there being no downward trend in the prices and the repeat order not exceeding 50% of the original order.	Full subject to there being no downward trend in the prices and the repeat order not exceeding 50% of the original order.	Vice President/RD-GM/GM	Full subject to there being no downward trend in the prices and the repeat order not exceeding 50% of the original order.
17.10	Power to make emergent purchases upto Rs.2,500/- on any one item/occasion.	Full	Upto Rs.2500/- on any one item/occasion	Vice President RD-GM	Upto Rs.2500/- on any one item/occasion Upto Rs.1000/- on any one item/occasion
17.11	Power to sanction expenditure for transportation of material by other than the cheapest mode in an emergency	Full	Full	Vice President	Full
17.12	Power to waive liquidated damages in cases of late deliveries where no loss is involved.	Full	Full	Vice President RD-GM GM	Full Upto Rs.10,000/- in each case Upto Rs.5000/- in each case
17.13	Power to waive liquidated damages in cases of late deliveries where actual loss is involved.	Full	Full	Vice President RD-GM GM	Full Upto Rs.2000/- in each case in consultation with Finance Upto Rs.1000/- in each case in consultation with Finance

SECTION VI**SALES & SERVICES**

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
18.1	Power to fix tariffs for various goods sold/services rendered by the Corporation.	Full	Full subject to discount policy as approved by CEO from time to time.	Vice President RD-GM/GM	Full Full. Any change in the existing rates to be reported to Vice President-Ops.
18.2	Power to grant concessions to clients / customers / employees	Full	Full subject to discount policy as approved by CEO from time to time	Vice President RD-GM/GM	Full subject to discount policy as approved by CEO from time to time Full subject to discount policy as approved by CEO from time to time.
18.3	Power to sanction commission to travel agents	Full	Full as per trade practice	Vice President RD-GM/GM	Full Full at the rates normally allowed in the trade. Any special arrangement with Travel Agents would be with the approval of Vice President-Ops.
18.4	Power to deal with on the spot disputes of customers in settling their accounts.	Full	Full	Vice President RD-GM/GM	Full Full. A report to be sent to Vice President-Admin. when amounts more than Rs.1000/- are foregone in any case.
18.5	Power to negotiate regarding finalisation of bills to clients and to accept reduction therein on the merits of each case.	Full	Full	Vice President	Full

SECTION VII**CONTINGENCIES**

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
19.1	Power to sanction expenditure on ceremonial occasions	Full subject to the budget provision	Upto Rs.20,000/- on any one occasion subject to budget provisions.	Vice President RD-GM GM	Upto Rs.15,000/- on any one occasion subject to budget provision. Upto Rs.10,000/- on any one occasion subject to budget provision. Upto Rs.5,000/- on any one occasion subject to budget provision.
19.2	Power to sanction telephone (including residential telephone)	Full	Full subject to guidelines laid down from time to time.	Vice President-Admn.	Full subject to guidelines laid down from time to time.
19.3	Power to sanction purchase of furniture and office equipment other than for works	Full	Full subject to budget provision and concurrence by Finance and adherence to purchase procedures	Vice President-Admn.	Full subject to budget provisions and concurrence by Finance and adherence to purchase procedures.
19.4	Power to sanction: a)repairs to furniture) b)repairs to vehicles) c)purchase of books and) periodicals d) printing of Stationery) e) advertisement charges) f) establishment charges)	Full	Full in respect of repairs to furniture, repairs to vehicles, purchase of books and periodicals etc.subject to budget provisions.	Vice President-Admn/RD-GM/GM Vice President-Admn./RD-GM/GM	Full in respect of repairs to furniture, repairs to vehicles, purchase of books and periodicals etc. subject to budget provision. Full in respect of printing and stationery, advertisement charges, establishment charges etc. subject to budget provision.
19.5	Contingent Expenses	Full	Upto Rs.2000/- in each case.	Vice President	Upto Rs.1500/- in each case

SECTION VIII**SUB DELEGATION**

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
20.1	Power to further delegate all or any of the powers for the time being vested in him (CEO) to other officers/staff of the corporation subject to retaining of ultimate control and authority with him.	Full subject to Section 292 of Companies Act,1956.	-	-	-

SECTION IX**EMERGENT POWERS**

ENTRY NO.	NATURE OF POWER DELEGATED	EXTENT OF POWER & GENERAL CONDITIONS OF CEO	EXTENT OF POWER AND GENERAL CONDITIONS OF PRESIDENT	TO WHOM SUB-DELEGATED	EXTENT OF POWER AND GENERAL CONDITIONS OF VICE PRESIDENT/RD-GM/GM
1	2	3	4	5	6
21.1	Power to act in any emergency in his discretion in order to keep the essential services functioning.	Full subject to the condition that any action taken in pursuance of this power will be reported to the Board at its next meeting.	-	-	-