

Powers & Duties of Officers & Staff

1. **CHAIRMAN**

(a) **Administrative:**

(i) Can create & appoint in posts carrying maximum time scale up to Rs.10,500/- in exigencies. However, the power of creation of posts lies with Board of Directors as per the Resolution in 29th meeting of the Board of Director.

(ii) Appellate Authority for all disciplinary action including suspension, discharge and removal.

(iii) The Chairman is authorized to exercise all the powers of the Board in absence of Meeting of Board of Directors and Managing Director should get the approval of the Chairman of every day to work as per the decision taken in the 13th meeting of the Board of Directors.

(b) **Financial:**

(i) Revenue expenses non-recurring in nature without budgetary provision up to Rs.50,000/- .

(ii) Capital expenses with budgetary provision – No Limit.

(iii) Acceptance of Tender – Rs.1.00 crore to Rs.5.00 crore.

(c) **Others:**

All other powers as may be decided by the Board

(d) **Duties Attached:**

As given in (a), (b) and (c) above.

2. **MANAGING DIRECTOR**

(a) **Administrative:**

(i) Can take disciplinary action including suspension, discharge and dismissal for posts with maximum of time scale not exceeding Rs.10,500/- with prior approval of Chairman, for posts with the maximum of the time scale not exceeding Rs.14,550/- and with prior approval of Board for the posts with the maximum of time scale exceeding Rs.14,550/-.

(ii) Full powers in respect of officers and staff of the Corporation for sanction of journey.

(iii) Full power for sanction of leave, increment (advances including advances for motor car and house building) to the officers and staff.

(iv) Constitution of contract and appointment committee:

- The Contract Committee may consist of Secretary, Tourism and Managing Director, OTDC for purchase of stores and raw materials and for sale of finished product. The Contract will be convened to consider contract of Rs.10.00 lakhs or more.
- For sanction & appointment of Managers and above, the Selection Committee shall consist of Chairman, Managing Director, Secretary, Tourism. The Committee may get outside experts to assist them in the selection.
- For selection of candidates below the rank of Manager, the Selection Committee shall consist of three officers nominated by Managing Director.

(v) The Chairman is authorized to exercise all the powers of the Board in absence of meeting of Board of Directors and Managing director should get the approval of the Chairman of every day to day work as per the decision taken in the 13th meeting of the Board of Directors.

(b) **Financial:**

Details given in Financial Delegations.

(c) **Statutory:**

The Managing Director shall have the management of the whole of the affairs of the Company, subject to the superintendence, control and direction of the Board of the Company.

Without prejudice to the general powers conferred otherwise by these Articles the Managing Director shall have the following powers subject to the supervision and control of the Board.

- (a) To carry on the business of the Company in any manner beneficial to the Company and to provide for the management of the affairs of the Company in any specified locality in or outside India and to delegate to persons in charge of the local management such powers as the Board of Directors may decide.
- (b) To pay the costs, charges and expenses, preliminary and incidental to the promotion, formation, establishment and registration of the Company and subsequent to the registration fees and stamps paid in respect thereof and the cost of advertising, printing, stationery, brokerage, legal charges, furniture and fittings of Office and other such costs and charges.

- (c) To sell for cash or on credit and either wholesale or in retail and for ready or future delivery and realize the proceeds of sale of property moveable or immovable, or any rights or privileges belonging to the Company or in which the Company is interested or over which the Company may have any such powers of disposal and to exchange any such property or rights, belonging to the Company for other property or rights.
- (d) To appoint any time and from time to time by power of attorney or otherwise any person or persons to be the Attorney or Attorneys of the Company for such purpose and with such power and authorities and directions and for such period and subject to such conditions as the Managing Director may from time to time think fit with powers for such Attorney or Attorneys to sub-delegate all or any of the powers authorities and directions vested in the Attorney for the time being.
- (e) To execute all deeds and agreements, contracts, receipts and other documents that may be necessary or expenditure for the purposes of the Company and to make and give receipts, releases and other discharges for moneys or goods or property received in the usual course of business of the Company or lent or payable to or belonging to the Company and for the claims and demands of the Company. Such authority for issue of receipts may be delegated by the Managing Director to any officer of the Company.
- (f) To institute, conduct, defend, compound or abandon any actions, suits and legal proceedings by or against the Company or its officers or otherwise concerning the affairs of the Company and also to compound or compromise or submit to arbitration the said actions, suits and legal proceedings.
- (g) To enter into vary or cancel all manner of contracts on behalf of the Company.
- (h) To invest, subject to the provisions of Section 49 of the Act, all moneys and properties of the Company on such terms and in such manner as he thinks fit and to alter vary or realize by sale, mortgage or otherwise such investments from time to time.
- (i) To engage and in his discretion to remove, suspend, dismiss and remunerate bankers, legal advisers, accountants, brokers, foremen, servants, employees of every description, managers, cashiers, clerks, agents, commission agents, dealers and to employ such professional or technical or skilled assistants as from time to time may in his opinion be necessary or advisable in the interest of the Company and upon such terms as to duration of employment remuneration or otherwise and may require security in such instances for such amounts as the Managing Director thinks fit.

- (j) To acquire by purchase, lease, exchange, pledge, hypothecation or otherwise lands, estates, fields, building office, show rooms, godowns and other buildings in the State of Orissa or elsewhere, machinery, engines, plants, rolling stock tools, machine-tools, outfits, stores, hardware, provisions, liquors and beverages of various kinds and descriptions poultry and diary products and any other materials of whatever description either on credit or for cash and for present or future delivery.
- (k) To plant, develop, improve, cutdown, process, sell or otherwise dispose of the products of the Company and to incur all expenses in his behalf.
- (l) To erect, maintain, repair, equip, alter and extend buildings and machinery in the State of Orissa or in any other place.
- (m) To enter into all such negotiations and contracts and recind and vary all such contracts and execute and to do all such acts, deeds and things in the name of an on behalf of the Company as he may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purpose of the Company.
- (n) To pay all moneys due by the Company and look after the finances of the Company.
- (o) To open, current and time deposit accounts or other accounts with banker or bankers at his choice and to operate on such accounts and also then necessary to overdraw or take loans on such accounts on the security of the Company or of any of its assets.
- (p) To draw, accept, endorse discount negotiate and discharge on behalf of the Company all bills of exchange, promissory notes, cheques, hundi, drafts, railway receipts, dock warrant, delivery orders, Government promissory notes, other Govt. instrument, bonds, debentures or debenture stock of Corporation, Local Bodies, Port Trusts, Improvement Trusts or other Corporate Bodies and to execute transfer deeds for transferring stocks, shares or stocks certificates of the Government and other local or Corporate Bodies in connection with any business or any object of the Company.
- (q) To borrow from time to time such sum of money for the purpose of the Company upon such terms as may be expedient and with or without security.
- (r) To make loans from time to time upon terms and of such sum as may be expedient, with or without security.
- (s) To receipt and give effectful discharge on behalf of and against the Company for moneys funds goods or property lent, payable or belonging to Company or for advances against the goods of the Company.
- (t) To make or receipt advance of money, goods, machinery plants and other things by way of sale, mortgage,

hypothecation, lien, pledge, deposit or otherwise in such manner and on such terms as he may deem fit.

- (u) To submit to arbitration and enforce the fulfillment of awards regarding any claim in which the Company may be interested to adjust, settle or compromise any claims due to or by the Company and to give to debtors of the Company time for payment.
- (v) To institute, appear in or defend any legal proceedings, in the name of an on behalf of the Company to sign pleadings and other documents, engage and to instruct any Advocate, Solicitors and Lawyers and to execute Vakalat or other authority in their favour and to compound and compromise any claims, suits and proceedings.
- (w) To make all manner of insurances.
- (x) To delegate all or any of the powers, authorities and discretion for the time being vested in the Managing Director and also from time to time provided by the appointment of an Attorney or Attorneys to sign seal, execute, deliver, register or cause to be registered all instruments, deeds, documents or writings usually necessary or expedient for any of the purposes of the Company not requiring the common seal of the Company.

(d) **Others:** All other powers as may be decided by the Board.

(e) **Duties Attached:** As given in (a), (b), (c) and (d) above.

3. **GENERAL MANAGER:**

(a) **Administrative:** He is the head of the Personnel Division and he shall have the direct supervision of the staff of the Corporation and to add advise and assist Managing Director to discharge of his duties

(b) **Financial:** As per Financial Delegation.

(c) **Statutory:** NIL

(d) **Others:** Duties as assigned by Managing Director from time to time.

(e) (e) **Duties Attached:**

- To look after the Personnel & Establishment,
- Overall supervision of Accommodation& Catering/ Tours, Travels & Transport,
- Business promotion & marketing,
- He will visit the various units and make random check as vigilance officer of Head Office,
- General matters of administrative importance or any other matter, which may be specifically entrusted to him by the Managing Director from time to time.

4. **Financial Controller-cum-Company Secretary:**

- (a) **Administrative:** He is the administrative head of Finance Division and Reporting Officer in respect of the officers and staff of Finance Division.
- (b) **Financial:** As per Financial Delegation.
- (c) **Statutory:** The powers conferred under Companies Act.
- (d) **Others:** Duties as assigned by Managing Director from time to time.
- (e) **Duties Attached:**
- Over all supervision of all financial matters.
 - Convening of Board of Directors' meeting, Annual General Body meeting & preparation of agenda & minutes of the said meetings.
 - Filing of Reports & Returns with Registrar of Companies as per the Companies Act.
 - Issue of Share Certificate.
 - Advising management in all financial matters, Action Plan, Budget & implementation thereof.

5. **Sr. Divisional Manager (Building Project)**

- (a) **Administrative:** He is the administrative head of Building Project Division and Reporting Officer in respect of the officers and staff of Building Project Division.
- (b) **Financial:** NIL
- (c) **Statutory:** He should ensure that the work is executed as per the codal provision of CPWD, OPWD & Accounts manual of OTDC.
- (d) **Others:** Duties as assigned by Managing Director from time to time.
- (e) **Duties Attached:**
- Look after all civil, electrical & PH repair & maintenance of Panthanivases.
 - Execution of various project works.

6. **Divisional Manager (Accommodation& Catering)**

- (a) **Administrative:** He is the administrative head of Accommodation & Catering Division and Reporting Officer in respect of the officers and staff of Accommodation & Catering Division.
- (b) **Financial:** As per Financial Delegation.
- (c) **Statutory:** NIL

- (d) **Others:** Any other works assigned by Managing Director from time to time.
- (e) **Duties Attached:**
- He is the head of the Division of Accommodation & Catering.
 - He will look after the management of Panthanivases and catering establishment.
 - Management & operation of bar
 - Supply of liveries for the operational staff
 - Looking after the State Guests/ VIPs visiting our Units.
 - Statistics of tourists arrival
 - Central Reservation System
 - Fixation of room tariff in consultation with other divisions
 - Supply of furniture & fixtures, crockery & cutlery to units
 - Plan for out door catering
 - Organisation of training programme for; the staff in consultation with Personnel Division
 - Participation in Fairs & Festivals by way of opening of food stall & any other work relating to fairs & festivals entrusted by Tourism Department is to be dealt by him.
 - Maintenance of food cost, preparation of sale summary for all units.

7. **Divisional Manager (Tours & Travels)**

- (a) **Administrative:** He is the administrative head of Tours & Travels Division and Reporting Officer in respect of the officers and staff of Tours & Travels Division.
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Managing Director from time to time.
- (e) **Duties Attached:**
- He is the head of the Transport Division.
 - He will look after the deployment of vehicles & smooth running of the transport units.
 - He will coordinate the Managers of Transport Units for controlling the repair & maintenance of vehicles.
 - He will maintain all procedures relating to all purchases
 - Any other matter relating to Transport.

8. **Divisional Manager (Personnel):**

- (a) **Administrative:** He is the administrative head of Personnel Division and Reporting Officer in respect of the officers & Travels Division.

- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Managing Director from time to time.
- (e) **Duties Attached:**
 - He is the head of the Personnel & Administrative Division.
 - He will look after entire personal section, Legal matters coming under its purview, which involves ESI matters, Labour Laws etc.
 - Furnishes reports & returns to Govt.
 - Monitors of Assembly Questions and compliance thereof
 - He will look after the recruitment, promotion etc. of the employees.

9. **Divisional Manager (Production, Publicity & Marketing):**

- (a) **Administrative:** He is the administrative head of Production, Publicity & Marketing Division and Reporting Officer in respect of the officers and staff of Production, Publicity & Marketing Division.
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Managing Director from time to time.
- (e) **Duties Attached:**
 - He is the head of the production, publicity & marketing Division. He looks after the publication, such as folders, booklets, calendar, newsletters, posters etc. printing of OTDC forms and stationeries and other publicity materials. Press clipping and disseminating information to tourists and trade representatives, liaising with I & PR Department, Agencies/ Press for timely release of advertisement.

10. **Asst. Engineer (Civil):**

- (a) **Administrative:** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Sr. Divn. Manager (BP) from time to time.

- (e) **Duties Attached:**
- He will execute the work entrusted to him according to plans, specification and to ensure that work should be completed within the stipulated period.
 - He should prepare estimate for repair & maintenance work.
 - He will check measure the work under his control.
 - He must satisfy himself that the work has actually been executed in accordance with the detailed measurements recorded and personally inspect all works of any magnitude before recommending final payment.

11. **Jr. Engineer (Civil):**

- (a) **Administrative:** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Sr. DM (BP) from time to time.

- (e) **Duties Attached:**
- Field survey and preparation of plans & estimate.
 - Execution of work entrusted to his charge
 - Record of Measurements in Measurement Book of all works done by contract or otherwise as well as suppliers.
 - Preparation of bills for payment.

12. **Jr. Engineer (Elect.):**

- (a) **Administrative:** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Sr.DM (BP) from time to time.

- (e) **Duties Attached:**
- Dealing with all electrical works, purchase, repair & maintenance of cooling gadgets of different units, repair & maintenance of air-conditioners etc. Besides, booking after internal & external electrical installation work of different project of Tourism Department.

13. **Sr. Draughtsman:**

- (a) **Administrative:** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Sr.DM (BP) from time to time.

(e) **Duties Attached:** - Tracing plans of different projects, preparation of small plan, elevations as per the instructions of Sr. DM (BP) from time to time.

14. **Sr. Manager (Finance):**

(a) **Administrative:** NIL

(b) **Financial:** NIL

(c) **Statutory:** NIL

(d) **Others:** Any other works assigned by F.C-cum-Secretary from time to time.

(e) **Duties Attached:** - Monitoring and supervising the submission and quarterly reports and returns of all units, correspondence to P. E. Department and other Govt. Departments and compliance of Assembly Questions relating to Finance Division.

15. **Manager (Finance & Audit):**

(a) **Administrative:** NIL

(b) **Financial:** NIL

(c) **Statutory:** NIL

(d) **Others:** Any other works assigned by F.C-cum-Secretary from time to time.

(e) **Duties Attached:** - Scrutinizing bills & vouchers, verifying the posting in Cash Book, Ledger & Journals, finalizing accounts including Bank reconciliation statement, trial balance, schedules, balance sheet and profit & loss account, helping Auditors at the time of audit works and compliance of audit objections and assisting the F.C-cum-Secretary in budget work and looks after E. P. F. matters.

16. **Manager:**

(a) **Administrative:** He is the administrative head of the unit.

(b) **Financial:** As per Financial Delegation.

(c) **Statutory:** NIL

- (d) **Others:** Any other works assigned by Divn. Manager (AC) from time to time.
- (f) **Duties Attached:** - He will manage the business of the unit and control the staff and initiate their CCRs.

17. **Manager (Transport):**

- (a) **Administrative** He is the administrative head of the unit.
- (b) **Financial:** As per Financial Delegation.
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Divn. Manager (TT) from time to time.
- (g) **Duties Attached:** - He will manage the business of the unit and control the staff and initiate their CCRs.

18. **Manager (Marketing):**

- (a) **Administrative** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Divn. Manager (PP & Mkt.) from time to time.
- (e) **Duties Attached:** - Disseminating information to tourists for promotion of business and organization of package tours etc.

19. **Asst. Manager (Personnel):**

- (a) **Administrative** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Divn. Manager (P) from time to time.
- (e) **Duties Attached** - He is the supervisory of Personnel and Administrative Division. He looks after the establishment works of the Head Office as well as units. He submits reports & returns to Govt., monitor all Assembly Questions and compliance pertaining to Personnel Division, looks after promotion, recruitment of the employees and grievances of Employees Union.

20. **Asst. Manager (Accounts):**

- (a) **Administrative** NIL

- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by F.C-cum-Secretary from time to time.
- (e) **Duties Attached**
- He works under the supervision of Manager (F&A), scrutinizing the bills and vouchers, drawal of pay bills, posting in cash book, ledger and journal, POL accounts, helping Auditors at the time of audit work, compliance of EPF, Assembly Question and furnishing of reports & returns.
 - In unit level, he reports to the Manager and looks after all accounts works as aforesaid.
21. **Asst. Manager (Stores):**
- (a) **Administrative** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by DM (PP & Mkt.) from time to time.
- (e) **Duties Attached**
- Maintenance of stock & store of all assets, stock entry of all items purchased, distribution of the same. Purchase of office stationeries and store thereof.
22. **Asst. Manager (TTM):**
- (a) **Administrative** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by DM (PP & Mkt.) from time to time.
- (e) **Duties Attached**
- Disseminating information to tourists for promotion of business, organization of package tours.
23. **Asst. Manager (T):**
- (a) **Administrative** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Manager (Transport) from time to time

- (e) **Duties Attached** - Deployment of vehicles, preparation of duty slip, preparation of bills, deposit of statutory dues like insurance and tax of vehicles.
24. **Asst. Manager (F&B):**
- (a) **Administrative** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Manager from time to time.
- (e) **Duties Attached** - Preparation of menu, KOT analysis, preparation of daily sale summary, maintenance of food cost, purchase of raw materials and stock & store thereof.
25. **Asst. Manager (FO):**
- (a) **Administrative** NIL
- (b) **Financial:** NIL
- (c) **Statutory:** NIL
- (d) **Others:** Any other works assigned by Manager from time to time.
- (e) **Duties Attached** - Management of Reception, house keeping, checking of guest bills and collection of revenue there of, preparation of occupancy report etc.
26. **Private Secretary:**
- (a) **Duties** - Assist in all secretarial works of the concerned officers. Keep information up to date and maintain all confidential matters. Maintain engagement and other official works assigned to him as and when required.
27. **Personal Assistant:**
- (a) **Duties** - Assist in all secretarial works of the concerned officers. Keep information up to date and maintain all confidential matters. Maintain engagement and other official works assigned to him as and when required.
28. **Sr. Stenographer/ Jr. Stenographer:**
- (a) **Duties:** - Besides taking dictation, he maintains confidential matters of the concerned division.
29. **Clerk-cum-Typist:** (Sr. Clerk/ Clerk-cum-Typist/ Booking Clerk/ Booking Asst./ Marketing Asst./ Accounts Clerk)
- (a) **Duties:** - Custodian of the files, deals in different files, booking of tickets, billing, type work and other works assigned to them from time to time by the concerned officers.

30. **Store Keeper/Store Asst./Store Clerk:**
- (a) **Duties:** - Maintain all stock & store of the concerned units and issue thereof.
31. **Computer Assistant:**
- (a) **Duties:** - All computerization of documents.
32. **Legal Assistant:**
- (a) **Duties:** - Deals in all legal matters.
33. **Shift Supervisor:**
- (a) **Duties:** - Looks after Front office of the units and supervise the work of Receptionists.
34. **Receptionist:** (Accommodation Asst./ House Keeping Asst.)
- (a) **Duties:** - Booking of room reservation, check in & check out of guests, preparation of guest bills, house keeping etc.
35. **Guide-cum-Conductor:**
- (a) **Duties:** - Guiding the tourists/ VIPs.
36. **Technical Supervisor:**
- (a) **Duties:** - Supervises the repair & maintenance of the vehicles, maintenance of History Book of the vehicles.
37. **Sr. Driver/ Jr. Driver:**
- (a) **Duties:** - Drives the vehicles allotted to them and see the comfort of the tourists/ guests, maintain Log Book, routine check of the vehicles.
38. **Saranga:**
- (a) **Duties:** - Operate the boats and see the comfort of the tourists, maintain Log Book etc.
39. **Helper:**
- (a) **Duties:** - Helps the driver, ensure cleanliness of the vehicles.
40. **Khalashi:**
- (a) **Duties:** - Helps the Saranga at the time of operation, see the cleanliness of the boats etc.

41. **Electrician:**
- (a) **Duties:** - Attends all electrical works of the units including maintenance and operation of Generator.
42. **Electrical Helpers:**
- (a) **Duties:** - Helps the Electrician and any other works assigned to him.
43. **Plumber:**
- (a) **Duties:** - Maintenance of PH works of the units including operation of water pump.
44. **Carpenter:**
- (a) **Duties:** - Undertake of all wooden works.
45. **Kitchen Supervisor/ Catering Asst.**
- (a) **Duties:** - Supervises the restaurant, ensure food preparation.
46. **Bill Clerk:**
- (a) **Duties:** - Prepares the bills and ensure collection of revenue.
47. **Cook/Khansama:**
- (a) **Duties:** - Prepares the food as per the KOT and ensure proper food portioning.
48. **Sr. Cook-Helper/Cook-Helper/Maslachi:**
- (a) **Duties:** - Helps the cooks and prepares the spices for different dishes.
49. **Sr. Waiter/ Waiter:**
- (a) **Duties:** - Lays tables in the dining hall, collect order from the table, serve as per the KOT, serve bills to the guests and collect money.
50. **Sr. Room Boy/ Room Boy:**
- (a) **Duties:** - Receives the guests, provides necessary service to the guests, supply of linens in the room etc.
51. **Store Helper:**
- (a) **Duties:** - Assist the Store Keeper.

52. **Sweeper/Dish washer:**

(a) **Duties:** - Does the sweeping and cleaning works.

53. **Mate:**

(a) **Duties:** - Looks after the construction and repair works.

54. **Choukidar/Watchman/Guard:**

(a) **Duties:** - Watches the units.

55. **Peon:**

(a) **Duties:** - Attends the office and any other works assigned to him.