

MANUAL (iv)

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)(B)(I) OF THE RIGHT TO INFORMATION ACT, 2005.

(The norms set by it for the discharge of its functions)

S. N.	Nature/Type of work	Level at which the case is initiated(Name of the post)
1.	To deal with the Tourism promotion activities	HTC is a commercial organization and all functions are done depending upon the functional requirement of the jobs as per organizational set up given below:

MANAGING DIRECTOR

Admn. Section I & II (Sh. Vinay Singh, HCS, G.M.(A)		Purchase Section / Monitoring Branch (Sh.P.K.Kohli) G.M.(P)		Architect/Furnishing Section (Smt. Neerja Monga, Arch.)	
Sh. Subhash Papneja (Administrative Officer)	Sh. Sat Prakash (superintendent)	Sh. Bal Krishan, Dy. Supdt..	Sh. P.R.Gultati (Manager Accounts0	Sh. Subhash Sharma (Administrative Officer)	Asstt. Architects 1. Sh. Dharam Vir 2.Smt. Krishna Jaireth 3.Sh. Sadhu Ram

MANAGING DIRECTOR

Publicity Section Sh. Parveen Gupta, Company Secretary	Management Section (Sh.H.S. Bedi) G.M.(M)	Accounts/Monitoring / Leasing Section (Sh.K.L.Kapoor),Chief Accounts Officer	Company Secretary
Sh. Subhash Sharma (Administrative Officer)	Sh. M.M. Goswami, Smt. Veera Kapoor, Dy. Superintendent	Sh.P.R.Gulati, Manager Accounts Sh.G.D.Bansal, A.O.	Sh. Parveen Gupta, Company Secretary

MANAGING DIRECTOR

Engineering Section (Sh. J.B. Verma, C.E.)	Technical/Main. Section	Computer Section	Marketing/ Adventure Section
1. Sh. A.N.Dua, S.D.O. 2. Smt. Madhu Thukral, (Superintendent)	Sh. Naresh Bansal, Dy.Director(Tech.)	Mr. Munish Kapoor, Asstt. Programmer	Sh. M.M. Goswami, Divisional Manager Sh. Narender Sharma, Counter Incharge

MANAGING DIRECTOR

Project / Corporate Planning Sh. Parveen Gupta (Company Secretary)	Transport Sh. Naresh Bansal, Dy.Director(Tech.)
Smt. Santosh Ahuja (Superintendent)	Sh. Fakir Chand (Dy Superintendent)