

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

(a Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies or open to the public, or the minutes of such meetings are accessible for public.)

S.N.	Name of the Board(s)	Name of Council(s)	Name of Committee(s)	Name of other bodies(s) constituted by the department	Whether meetings of these bodies are open to the public	Whether the minutes of such meetings are accessible for public
1.	Board of Directors of Haryana Tourism Corpn. Ltd. Constituted by Haryana Govt.	NIL	NIL	NIL	No	No
2.			Annual General Meeting of Board of Director		Open to shareholders only	

Purchase Committees

1. These items as indicated at Sr. No. 1 & 2 above are purchased after deliberations / recommendations by the following Purchase Committees constituted for the purpose and after approval of the Competent Authority.

S.No.	Approx. amount of purchase	Purchase Committee
A	Rs.1001 to Rs.20,000	Purchase officer/ Dy. Supdt., S.O., S.K. and subject expert, if any
B	Rs.20,001 to Rs.50,000	GM (P), Purchase Officer/ Dy. Supdt., A.O./M.A. and Subject expert, if any.
C	More than Rs. 50,000 and Annual rate contracts	G.M. (P), G.M. (M), C.S., CAO, Purchase Officer/ Dy. Supdt. and subject expert, if any.

Note:

- *The purchase committee as at Sr. No. C above is now headed by General Manager (Admn.) as per MD/HTC order no. HTC-05/Pur / P-3 /234-40 dated 27-1-05*

Presently, an Administrative officer has been posted in place of Purchase officer. He is competent to approve purchases upto Rs. 2000/- being the Section Incharge.

2. For the procurement of handicrafts and unique items, paintings, framing of paintings, murals etc. for use at the Tourist Complexes, following Standing Committees have been constituted vide Endst. No.HTC/P-3/Pur/4354-4428 dated 15-9-03 which do the necessary survey and effect purchases after adopting proper purchase procedure:-

a. **Around Delhi**

1. DDO Delhi Office/HRH/Magpie.
2. Accounts person of the complex concerned.

3. Architect or her representative.
4. Art Executive.

b. Around Chandigarh

1. DDO, Red Bishop/Ambala.
2. Accounts person of the complex concerned.
3. Architect or her representative.
4. Art Executive.

C) For other areas

1. DDO of the nearby complex.
 2. Accounts person of the complex concerned.
 3. Architect or her representative.
 4. Art Executive.
3. For purchase / repair / minor construction / renovation / upgradation work etc. at each Tourist Complex involving expenditure upto Rs.50,000/- (Rs. Fifty Thousand only), the following standing committee has been constituted vide HTC-05/ Accounts/ Spl-1 dated 7-6-2005 .

- a. DDO of the Complex.
- b. Accounts personnel of the Complex.
- c. SDE/JE of the Complex.
- d. Representative of Architect Cell, HTC, Chandigarh to be associated in case of work of furniture and furnishing.

1. *In case of Hotel Rajhans, the amount will be Rs. 1.00 lac (Rs. One lac only) instead of Rs.50, 000/-*

2. *This Committee will ensure quality and quantity of the work and will release payment after satisfactory completion of the work*

4. Brand Approval Committee
5. Tender Committee for Construction jobs

S.N.	Category of documents
1.	All records except decision of Board of Directors, meeting and documents of secret nature pertaining to the activities of this Corporation in Tourism Promotion