

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 (Dr. S.S.Phulia,IAS,AMD)		Purchase Section/Monitoring/Management Section (Sh.Parveen.Kohli) G.M./ (Sh. S.K.Sikka,) DGM			Publicity Section (Sh. Parveen Gupta, Company Secretary)
Sh. Madhu Thukral, ADO.	Sh.Bal Kriishan, Suptd.,	Sh. Bal Krishan, Suptd..	Sh. P.R.Gulati, MA	Smt. Santosh Saini, Dy. Suptd.,	Smt. Madhu Thukral. ADO.,

MANAGING DIRECTOR

Architect/Furnishing Section (Smt. Neerja Monga, Arch.)		Accounts and Petrol Pumps (Sh.R.K.Bhoria),Chief Accounts Officer		Corporate Planning & Company Affairs (Sh. Parveen Gupta, CS)
Sh Ramesh Kumar, Assistant.	Asstt. Architects 1. Sh. Dharam Vir 2.Smt. Krishna Jaireth 3.Sh. Sadhu Ram	1. Sh.P.R.Gulati,MA 2. Sh. Subhash Setia, AO	Smt. Santosh Saini, Dy. Supdt	Sh. Balbir Singh Dy. Suptd.,

MANAGING DIRECTOR

Engineering Section (Sh.R.K.Singla, Xen.Head by Chief Engineer)	Technical/Mtc. Section	Computer Section (Sh. S.K.Sikka, DGM)	Marketing/ Adventure Section/ Project Section/	Transport (Dr. S.S.Phulia, IAS,AMD)
1.Sh. Ramesh Mehra, Dy.Suptd.,	Sh. Naresh Bansal, Dy. Director (Tech.)	Mr. Munish Kapoor, Asstt. Programmer	1.Sh. Sunil Bhatia, Supervisor	Sh. Naresh Bansal, Dy. Director (Tech.)