

Information under Section 4(1) (b) of RTI, 2005

1. Organisation and Function

S.No.	Item	Details of disclosure	Proposed Information
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Indian Drugs & Pharmaceuticals Ltd, Registered Office: - IDPL Complex, Dundahera, Old Delhi-Gurgaon Road, Gurugram - 122016 (Haryana) Telephone No. 0124-2456030,4303744 website: www.idplindia.in
		(ii) Head of the organization	Chairman & Managing Director
		(iii) Vision, Mission and Key objectives	<p>Beginning: - Indian Drugs & Pharmaceuticals Limited (IDPL) was incorporated as a public limited company on 5th April, 1961 under the Companies Act, 1956. The main objectives of the company were creating self-sufficiency in respect of essential life-saving medicines, to free the country from dependence on imports and to provide medicines to the millions at affordable prices. IDPL was basically conceived and established as a part of Healthcare Infrastructure and has played a pioneering infrastructural role in the growth of Indian Drugs Industry base. IDPL has three main Plants at Rishikesh (Uttarakhand), Gurgaon (Haryana), Hyderabad (Telangana) and two wholly owned subsidiaries, namely, IDPL (Tamil Nadu) Ltd. Chennai, Tamil Nadu and Bihar Drugs and Organic Chemicals Ltd. (BDOCL) at Muzaffarpur (Bihar). In addition, IDPL has one Joint Venture Undertaking, promoted in collaboration with the Odisha State Government namely, Orrisa Drugs & Chemicals Ltd. (ODCL) Bhubaneswar.</p> <p>Past Achievements: - The main objective of setting-up IDPL was not to earn profits but to encourage indigenous production of pharmaceuticals and to support various health programmes of the Central Government. IDPL did reasonably well on this account despite the fact that it was the first integrated and monolithic venture in the Public Sector engaged in production of low margin products. IDPL earned Profit before Depreciation, Interest & Tax (PBDIT) from 1965 to 1968 and again from 1971 to 1974. It earned net profit from five years continuously from 1974 to 1979.</p> <p>IDPL Today: - Union cabinet in its meeting held on 28th December, 2016 conveyed by Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers has decided to close down IDPL, its subsidiaries and JV Company. In pursuance of the Union Cabinet's decision, the closure</p>

			<p>process is in progress at present.</p> <p>Conclusion: - IDPL in the past played a major role in the strategic National Health Programmes like Family Welfare Programme & Population Control (Mala-D & Mala-N) anti-malarials (Chloroquine) and prevention of dehydration (ORS) by providing quality medicines. IDPL has always encouraged indigenous production and intervention for price control in market by manufacturing generic drugs. Further IDPL has in the past risen to the occasion in meeting emergent situations arising due to National Calamities like Cyclone, Flood, Earthquake, etc. by significantly contributing and providing lifesaving medicines.</p>														
		(v) Organization Chart	<p>As per the decision of the Union Cabinet regarding closure of IDPL, all the regular employees of the company have been relieved under VRS (Gujarat Pattern). To manage the day-to-day affairs, the company engaged manpower on contract basis for a fixed short-term.</p> <p>Latest Organisation structure</p> <table><tr><td>Chairman & Managing Director</td><td>Additional charge</td></tr><tr><td>CFO/General Manager</td><td>Contractual</td></tr><tr><td>Manager/ Company Secretary</td><td>Contractual</td></tr><tr><td>Dy. Manager</td><td>Contractual</td></tr><tr><td>Asst. Manager</td><td>Contractual</td></tr><tr><td>Sr. Executive</td><td>Contractual</td></tr><tr><td>Executive</td><td>Contractual</td></tr></table>	Chairman & Managing Director	Additional charge	CFO/General Manager	Contractual	Manager/ Company Secretary	Contractual	Dy. Manager	Contractual	Asst. Manager	Contractual	Sr. Executive	Contractual	Executive	Contractual
Chairman & Managing Director	Additional charge																
CFO/General Manager	Contractual																
Manager/ Company Secretary	Contractual																
Dy. Manager	Contractual																
Asst. Manager	Contractual																
Sr. Executive	Contractual																
Executive	Contractual																
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Annexure-I (Delegation of powers)														
		(ii) Power and duties of other employees	Not Applicable														
		(iii) Rules/ orders under which powers and duty are derived	Delegation of Financial Powers Rules, General Financial Rules														
		(iv) Exercised	--														
		(v) Work allocation															

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision-making points	Decision making points varies from case to case, however, all decisions are taken as per approved Government policies/guidelines on the subject matter/Allocation of Business Rules of Govt of India.
		(ii) Final decision-making authority	-
		(iii) Related provisions, acts, rules etc.	Rules/provisions/Acts laid down by Government of India /Ministries / Departments: Delegation of Financial Power Rules (DFPR)/The Government of India (Allocation of Business Rules)/The Government of India (Transaction of Business Rules/DPE guidelines.
		(iv) Time limit for taking a decision, if any	Immediate or within the prescribed time limit as specified.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	--
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) List of Rules, regulations, instructions manuals and records.	FR/SR/GFR/DFPR/ Manual of Office Procedure etc.
		(ii) Acts/ Rules manuals etc.	The Companies Act, 2013
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	As per Department of Administration Reforms & Public Grievances.
		(ii) Custodian of documents/categories	Heads of Divisions

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	(i) Board of Directors (ii) Internal Complaints Committee under Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
		(ii) Composition	Composition of Board - www.idplindia.in/contact-us.php Composition of Complaint Committee - (i) Ms. Meenakshi Sharma, Company Secretary, Presiding Officer/Chairperson. (ii) Sh. Arun Kumar, Sr.Executive(Personnel & Administration), Member (iii) Ms. Geeta Prajapati, Executive(Finance Deptt.), Member
		(iii) Powers and functions	Board: - The Board of Directors has to evaluate and monitor the performance and fulfilment of the targets, plans and strategies of the Company. They should also monitor the proper functioning of the Company. The Board also examines and ensures the rules, laws, regulations etc. Internal Complaint Committee: - As per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
		(iv) Whether their meetings are open to the public?	No
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	Name, designation, Telephone and email ID	www.idplindia.in/contact-us.php
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	As per the decision of the Union Cabinet regarding closure of IDPL, all the regular employees of the company have been relieved under VRS (Gujarat Pattern). To manage the day-to-day affairs, the company engaged manpower on contract basis for a fixed short-term on consolidated remuneration.
		(ii) System of compensation as provided in its regulations	Not Applicable

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]		<table><tr><th>Sl.</th><th>Name & Designation</th><th>Telephone No. & E-mail ID</th><th>Address</th></tr><tr><td>1.</td><td>Sh. Arun Kumar Central Public Information Officer (CPIO)</td><td>0124-2456030 cpio.idpl@gmail.com</td><td>Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon- 122016</td></tr><tr><td>2.</td><td>Smt. Chitra Sharma Public Information Officer (PIO)</td><td>hrdidplrishikesh@gmail.com</td><td>IDPL, Virbhadrā, Rishikesh- 249202 (Uttarakhand)</td></tr><tr><td>3.</td><td>Sh. Vijay Kumar Public Information Officer (PIO)</td><td>vijayidplhyderabad@gmail.com</td><td>Indian Drugs & Pharmaceuticals Ltd. (IDPL)Balanagar, Hyderabad-500037 (Telangana)</td></tr><tr><td>4.</td><td>Ms. Swati Pradhan Public Information Officer (PIO)</td><td>personnel.idplgn@gmail.com</td><td>IDPL Plant Office- Old Delhi Gurgaon Road, Dundahera- Gurgaon (Haryana)</td></tr><tr><td>6.</td><td>Sh. Mukul Mathur First Appellate Authority</td><td>0124-4303744 idplmukul2018@gmail.com</td><td>Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon- 122016</td></tr></table>	Sl.	Name & Designation	Telephone No. & E-mail ID	Address	1.	Sh. Arun Kumar Central Public Information Officer (CPIO)	0124-2456030 cpio.idpl@gmail.com	Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon- 122016	2.	Smt. Chitra Sharma Public Information Officer (PIO)	hrdidplrishikesh@gmail.com	IDPL, Virbhadrā, Rishikesh- 249202 (Uttarakhand)	3.	Sh. Vijay Kumar Public Information Officer (PIO)	vijayidplhyderabad@gmail.com	Indian Drugs & Pharmaceuticals Ltd. (IDPL)Balanagar, Hyderabad-500037 (Telangana)	4.	Ms. Swati Pradhan Public Information Officer (PIO)	personnel.idplgn@gmail.com	IDPL Plant Office- Old Delhi Gurgaon Road, Dundahera- Gurgaon (Haryana)	6.	Sh. Mukul Mathur First Appellate Authority	0124-4303744 idplmukul2018@gmail.com	Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon- 122016
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1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	Nil Nil																								
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/PIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned.	Not Applicable. The officers are encouraged to attend orientation and refresher programmes on RTI organized by various training institutions from time to time. Not Applicable. Not Applicable.																								

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CHAPTER XI - DELEGATION OF POWERS

SECTION

11.1

Delegation of Powers to various 105 to 158
Authorities.

SECTION 11.1

11.1 DELEGATION OF POWERS TO VARIOUS AUTHORITIES

11.1.1 In keeping with the principle of centralised planning and de-centralised execution of policies, the Board of Directors of IDPL have delegated suitable financial and administrative powers to various authorities. The authorities to whom powers have been delegated are:

1. C & M D
2. Heads of Departments in the Corporate Office and Head Office in the Marketing Division.
3. General Managers and Directors.

11.1.2 The details of powers delegated to these authorities have been given in Annexure I, II and III respectively.

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ANNEXURE I to SECTION 11.1

A. DELEGATION OF POWERS TO THE CHAIRMAN & MANAGING DIRECTOR, INDIAN DRUGS & PHARMACEUTICALS LIMITED.

1. Subject to the provisions of the Indian Companies Act, 1956, the Memorandum and the Articles of Association of the Company, and the policies laid down by the Board from time to time, the Chairman & Managing Directors is authorised to:

- (i) Exercise full powers for managing the business of the Company except for the items listed in the Annexure-A to this note, which would require approval of the Board:
- (ii) Institute, conduct, defend, compound or abandon any legal proceedings or refer claims to arbitration and execute powers of attorney and sign Vakalatnamas, mukhtarnamas, plaints, written statements and all other documents and papers in connection with cases in Law Courts etc., for and on behalf of the Company.

2. In between the Board Meetings, the Chairman and Managing Director may for reasons of operational necessity and efficiency, or to meet an emergency, assume full powers of the Board provided, however, that a report is made to the Board and ex-post-facto sanction or approval obtained where necessary.

3. The Chairman and Managing Director may sub-delegate powers to the Officers of the Company in accordance with Article 80(ii) of the Articles of Association of the Company.

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4. Other powers and authorisations.

- (1.) To spend and get reimbursement of Rs.250/- on entertainment at his residence without supporting the same with vouchers.
- (2.) Free gifts of Company's products upto a limit of Rs.50,000/- each case.

(35th meeting of Board of Directors held on 25.5.1966).

5. Whereas in the course of regular business of the Company it often becomes necessary either to borrow from or lend materials to other Government Undertakings, Public and Private Limited Companies, other bodies corporate, firms and individuals, the Board of Directors of IDPL do hereby authorise:-

- (i) the Chairman & Managing Director to make loans of materials of the value of Rs.1,00,000/- in each individual case subject to an overall annual limit of Rs.5,00,000/- on terms and conditions as may be considered necessary, to such Government Undertakings, Public and Private Limited Companies (including Smith, Stanistreet and Co., Ltd., Calcutta) bodies corporate, firms and individuals he considers fit on the merits of each individual case; and
- (ii) the General Managers of ABP, SLP & SIP to make loans of materials available with their respective plant of the value of Rs.50,000/- in each individual case subject to an overall annual limit of Rs.2,00,000/- in the first instance for a term of 6 months with discretion to extend it upto 1 year to such Government Undertakings, Public and Private Limited Companies, other bodies corporate, firms and individuals as they consider fit on the merits of each individual case;

Provided further that the power to make loans of materials to Smith, Stanistreet & Co.Ltd., will, however, vest in Chairman & Managing Director only;

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(iii) that Chairman & Managing Director be and is hereby authorised to increase the period of loans by General Manager beyond one year in his discretion, to stipulate terms when transactions of loan of materials will terminate in a sale, to impose penalty for failure to return the material loaned at the end of the stipulated period and to levy a percentage of interest as he may deem fit."

(65th meeting of Board of Directors held on 25.8.1972).

Sub Para 1.(i) of ANNEXURE I

The following matters will require approval of the Board of Directors:

1. BUDGET

Annual programmes of production/construction and estimates of capital and operational expenditure in respect of the Projects of the Company and any revision thereof.

2. WORKS(A) SANCTIONS

- i) Project report and estimate as a whole for expansion of existing projects and for establishment of new units.
- ii) The placing of orders and the incurring of any commitment if the Project report has not been sanctioned.

(B) ESTIMATES

- i) Any estimate above Rs. 5 lakhs not included in the annual production/construction programme.
- ii) All estimates above Rs. 25 lakhs in value in case of projects where sanction has been given by components.
- iii) any deviation resulting in substantial modifications in any/or the scope of any component part of the project for which sanction has already been given by the Board.
- iv) Items which require the approval of the Government under Article 76(1A) of the Articles of Association of the Company.

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3. CONTRACTS

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- i). The award of contracts of the value of Rs.25 lakhs and above forming a component of the Project Report already sanctioned.
- ii) Any contracts and/or commitments involving a period longer than 3 years and of a value exceeding Rs.25 lakhs in each individual case except for commodities for which statutory price controls are in existence.

NOTE: This will not apply to contracts for works and equipment.

- iii) Any major alteration of or departure from the terms of contracts of value exceeding Rs.25 lakhs and likely to result in additional ways and means obligations.
- iv) The acceptance of disputed claims over the value of Rs.10 lakhs when they do not involve foreign exchange and over the value of Rs.5 lakhs when they involve foreign exchange.

4. PERS ONNEL

- i) Basic organisational set-up and the regular strength with pay scales for the Plants and the offices of the Company.
- ii) Regulations relating to recruitment, promotion, other conditions of service, disciplinary action and changes therein.
- iii) Changes in the wage structure approved by the Board.
- iv) Creation and filling up posts the maximum of scale of pay of which exceeds Rs.2500/-.

NOTE: Creation and filling up of posts by Chairman & Managing Director the maximum of scale of pay of which does not exceed Rs.2500/-p.m. will be subject to the rules regarding the manner of selection and promotion of Officers and budget provision. A report will also be submitted to the Board for all posts created filled up, the pay of which exceeded Rs.2000/- per month.

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(12)
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- v) Appointments requiring Government's approval under Article 76(4) and Article 78(1) of the Articles of Association of the Company. iv.
- vi) Policy matters relating to Bonus and allowances.
- vii) Number and terms of appointment of foreign technicians and training of personnel abroad. v.

5. MODIFICATIONS AND REPLACEMENTS: vi.

- a) Prescription of norms and standards and alterations thereto. vi.
- b) Any additions and modifications to an existing asset, or its replacement, over Rs.5 lakhs not included in the approved production/construction programme of the year. vi.

6. WRITE OFF

- i) The write off of any item of stores, equipment, tools and Plants and materials, above the value of Rs.1 lakhs in each case.
- ii) The write off of the shortage of cash, exceeding Rs.5000/-.

7. GENERAL

- i) The grant of compensation to other than Company Employment arising from any cause above Rs.1 lakh in each case.
- ii) The sale or alienation in any form of any immovable property vested in the Company.
- iii) Any grants or donations or ex-gratia payments not arising from recognised rules relating to amenities and welfare, over Rs.5,000/- in each case and Rs.50,000/- throughout the year.

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- iv) The settlement of claims against the Company from any cause not provided for in any other item of these Rules exceeding Rs.25,000/- in each case.
 - v) Policy for allotment of land to outside parties.
 - vi) Any expenditure on an object which has not been previously recognised as a fit object for expenditure by the Company.
 - vii) Policy matters relating to sales, pricing and distribution of products.
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ANNEXURE II TO SECTION 11.1

INDIAN DRUGS & PHARMACEUTICALS LIMITED
(A Govt. of India Undertaking)

::HEAD OFFICE::

Dundahera Industrial Complex,
PO Dundahera, Gurgaon,
(Haryana)

NO. IDP/1(86)Estt/82.
Dated: 15th Dec.1982.

Subject: Delegation of Powers to Heads of
Department in the Corporate Office
and Head Office in the Marketing
Division.

In exercise of the powers vested under
Article 80(ii) of the Articles of Association of
the Company, C.& M.D. has delegated the powers as
per the annexure to the Heads of Departments
working in the Corporate Office and Head Office
of the Marketing Division.

The exercise of these powers is subject
to the relevant provisions and rules and regulations
of the Company.

Sd/-

(S.L. MAHINDROO)

Chief, Personnel Division

Copy to:

1. All Heads of Departments, CPPR/Secy/M.I.D./
Addl. FA&CAO/CIAO/CLO/
Dy. GM (Projects)/Dy. CTD.
2. C.M.M. (F)/(B) Please send proposal for declaring
officers at the Head/ of the Mkt. Div. / Office
as Heads of Deptt. so that such
officers could exercise powers.
3. CIAO/CFA Mkt. Dn.
4. PS to CMD/Directors.

Dated: 15.12.1982.

REVISED DELEGATION OF POWERS TO THE HEADS OF DEPARTMENTS IN
THE CENTRAL OFFICE AND HEAD OFFICE OF THE MKT. DIVISION-1982.

S.No. Nature of the Powers

Extent of Delegation to
Hheads of Department in
the pay scale of

Remarks.

Rs. 1500-2000

Rs. 1800-2250

(4100-5300)

14300-18300

3(a)

above above 3(b)

1

2

4

(A) 1. T.A. (including LTC), TTA

Full Powers

Full Powers

Controlling Officer for
self & his own staff. Tour
programme of self to be
approved by the C&MD/respective
Director in charge.2. Leave (including encashment
of leave.)

Full Powers

Full Powers

Provided no substitute
is required & the
encashment is not against
refused leave.3. Acceptance of Med. Certificate
for leave/fitness certificate

Full Powers

Full Powers

4. Grant of T.A. advance.

Full Powers

Full Powers.

5. Grant of pay advance on leave/
transfer.

Full Powers

Full Powers.

Provided leave is sanctioned
for more than one month, and
subject to rules.6. Re-imbursement of quarterly
medical expenses.

Full Powers

Full Powers

1. In respect of staff working
under them, as per rules &
procedure laid down.

7. Local conveyance.

Full Powers

Full Powers

1. For expenditure on local
journey for official
duties for staff working
under him in accordance
with the rules of the
Company.

contd.

8. Expenditure on entertainment	3(a) Rs.50/-p.m.	3(b) Rs.100/-p.m.	Remarks.
			To incur occasional expenditure on Tea, Coffee, Cold Drinks for those who visit the Company on business and as per Entertainment Rules.

DELEGATION OF POWERS TO CHIEF, PERSONNEL DIVISION

(B) 1. Extension of joining time.	Full Powers	Full powers. In respect of staff and officers upto the scale of Rs.1100-1500.
2. Inter-unit transfer.	Full Powers	In request cases and subject to the consent of Head of the respective units. Subject to Company's policy.
3. Grant of advance increment under H.O.A. Scheme/Family Planning/Hindi Scheme.	Full Powers	In consultation with the Finance and as per rules.
4. Crossing of E.P./Probation.	Full Powers	Subject to the recommendation of the respective H.O.Deptt/or approval of the Director and or C&MD.
5. Fixation of pay on Promotion	Full Powers	In consultation with the Finance.
6. Grant of Festival Advance.	Full Powers	Full Powers.
7. Grant of Conveyance advance	Full Powers	Full Powers.

1	2	3(a)	3(b)	Remarks.
8.	Grant of H.A.Advance.		Full Powers.	Issue of formal orders of sanction with the prior approval of the competent authority and in consultation with the Finance.
9.	Re-imbursement of medical expenses, Tution fee.		Full Powers.	Where any relaxation/ deviation is involved, prior approval of the F.D.should be obtained.
10.	Powers to execute contracts etc.		Full Powers.	To execute contracts, deeds, instruments, assurance of property in relation to: 1. All service agreements. 2. Security, Surety, Mortgage Bonds etc. 3. Lease of houses. Subject to the sanction of Competent authority.
11.	Purchase and making of uniforms.		Full Powers.	Subject to the scale and type prescribed by the Company. Upto Rs.2500/- in each case, in consultation with the Finance and subject to Budget Provision.
12.	Direct purchase of Stores, Furniture Fixture including stationery, in emergency.			
13.	Payment of rents of leased houses, its repairs and payment of brokerage.		Full Powers.	Subject to the sanction of competent authority of the rent, scale of repairs and brokerage.

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	(a)	(b)	Remarks
14. Allotment of quarters.		Full Powers	
15. Repairs of quarters/Office Building.		Full Powers	In consultation with the Finance & Civil Engg. Deptt.
16. Payment of Petrol Bills.		Full Powers	
17. Expenditure on Postage.		Full Powers	In consultation with the Finance & Civil Engg. Deptt.
18. Hiring of Labour on contingency		Full Powers	
19. Misc. contingent expenses not otherwise specified including repairs and maintenance of office equipment, furniture.		Full Powers	
20. Pass orders for payment for which sanction exists.		Full Powers	
21. Treatment of un-availed joining time as Earned Leave.		Full Powers	
22. Sanction of Gratuity/leave as terminal benefits.		Full Powers	

(C)

ADDITIONAL DELEGATION OF POWERS TO CHIEF LIAISON OFFICER.

1. Telephone, Telex rental bills etc.	Full Powers.
2. Rental of the Guest House including electricity/water charges.	Full Powers.
3. Contingent expenses relating to the repair of services in the Guest Houses	
4. Passing of bills of M/s. Balmer Lawrie & Co. Ltd., and others for payment of bills relating to rail/air tickets/ booked for official tours of the officers.	Full Powers.

Rs. 50/-p.m. on each item subject to a maximum of Rs. 500/-per quarter.

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| 1. Passing of Bills. | Full Powers | payment of bills relating to PR & Publicity work, material and services. |
| 2. Purchase of newspapers, periodicals, books etc., for P.R., Publicity, and Promotional purposes. | Full Powers | Upto Rs.2500/-p.a. |
| 3. Contingent expenditure for P.R. & Publicity purposes. | Full Powers | Upto Rs.300/- for photo coverage and Rs.700/-for audiovisual and other P.R. & Publicity requirements on each occasion. |
| 4. Expenditure on P.R. & Publicity give away complimentaries, Souveniers, gifts, Packets etc. | Full Powers | Upto Rs.50/- (recurring) per head subject to Budget provisions. |
| 5. Execution of deeds, agreements, contracts etc. | Full Powers | to execute deeds, contracts, agreements, etc., with service & other agencies for P.R. & Publicity work of the Company except such as requiring the common seal of the company. |

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1	2	3(a)	3(b)	Remarks
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6. Expenditure on P.R. & Publicity.

Sr. Manager, PRR will prepare a quarterly media-wise report on expenditure committed as compared to approved budget and put up for approval by 15th of April, July, October and Dec. for preceding Quarter.

Powers to spend against this budget, subject to clearance of P.R. & Publicity material with C&MD in cases so specified. He can spend, at a time, upto Rs.500/- on P.R. and Publicity not specifically provided in the budget subject to Rs.2,000/-p. annum.

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F.No. A-12016(2)/2022-IDPL
INDIAN DRUGS & PHARMACEUTICALS LTD.
CORPORATE OFFICE, GURGAON

Dated:- 25th February, 2025


OFFICE ORDER

A committee on the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) (POSH Act) was established in IDPL, in order to implement the SH Act notified on 9th December, 2013, and give women a safe and secure work environment.

In supersession of the office order No. A-12016(2)/2022 dated 15.11.2022 the Internal Complaint Committee (ICC) of the following members have been reconstituted to deal with the complaint of sexual harassment in Corporate Office, IDPL, Gurgaon.

1. Ms. Meenakshi Sharma, Company Secretary, Presiding Officer/Chairperson
2. Sh. Arun Kumar, Sr.Executive(Personnel & Administration), Member
3. Ms. Geeta Prajapati, Executive(Finance Deptt.), Member

This issues(s) with the approval of competent authority.


25.02.2025
(Mukul Mathur)

General Manager(Mkt)
Incharge-Personnel & Admin

To

1. Ms. Meenakshi Sharma, Company Secretary, Presiding Officer/Chairperson
2. Sh. Arun Kumar, Sr.Executive(Personnel & Administration), Member
3. Ms. Geeta Prajapati, Executive(Finance Deptt.), Member

Copy to:- for information please.

1. All officials/employees, Corporate Office, IDPL.
2. Notice Board.