



**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED**

**MINUTES OF THE 24<sup>th</sup> MEETING OF RISK MANAGEMENT COMPLIANCE COMMITTEE (RMCC) HELD ON TUESDAY, THE 5<sup>TH</sup> DAY OF MAY, 2020 AT 1130 HOURS THROUGH VIDEO CONFERENCING**

**Present:**

1. Shri Ravi Pandit	Chairman
2. Shri V.P. Bhatia	Representing Hotels Division
3. Shri Rajan Loomba	Rep. of Security Division
4. Shri S.D. Paul	Rep. of F & A Division
5. Shri Anmol Zutshi	Rep. of Events Division
6. Shri Jayant Budhiraja	Representing ATT Division
7. Ms. Shalini Dewan	Representing HR Division
8. Shri Ashok Dash	Representing Legal & HR Division
9. Shri V.S. Antil	Representing Eng. & SEL Division
10. Ms. Nitika Khaneja	Representing AITD Division
11. Shri Sandeep Mohan	Representing IT Division
12. Shri Rajeev Anand	Representing Marketing Division

**In Attendance** : Sh. V. K. Jain, CS

Meeting was called especially to discuss and review the immediate impact and likely future impact of COVID-19 on the business verticals of ITDC. Submission of HoDs representing various divisions are under :

**Hotels Division** :

- Tourism is the worst hit sector.
- Due to lockdown, there is a overall slow down in global as well as national economy.
- Due to Economic slowdown, hotel business will be very much affected during F.Y. 2020-21.
- Private Licensees in Hotels were also affected and some of them have requested verbally to the units regarding waiver of license fee. We need to deliberate on this issue.
- We need to follow up with existing clients to be in touch with them.
- Due to SoP/Safety measures against COVID-19, the cost will also increase.
- Measures have already been taken up to control the cost. Some more measures will be required to minimize losses.
- Business activity may resume from August-October hence the first two quarters business will be substantially low.

**Ashok Events Division** :

- No events as per Government directives. Hence Events Division business also totally affected.
- Till September, there may be negligible turnover. Post lockdown, business may resume depending upon the Government guidelines for events/meetings/mass gathering etc.

- Meanwhile Events Division is working for reconciliation of accounts of clients, linking unlinked balances etc. and making efforts for recovery.
- **Ashok's Conventional hall may be advantageous for hybrid meeting concept however the same will further depend upon the further guidelines from the government.**

#### **Ashok International Trade Division :**

- Post lockdown, vessels may start coming but the crews may not be permitted to come out and our staff also may not be permitted to enter the vessel hence the business will remain hit. Number of vessels coming would also be reduced.
- **We are trying to evolve the system for selling material to the crews depending upon the further instructions from the ports authorities.**

#### **Ashok Tours & Travels :**

- Airline Industry is shut down. Both domestic and international travel (Ticket Bookings) affected.
- International Travel (Ticket booking) may not resume shortly. However domestic travel may be resume. The travel industry however is likely to take a long time before normalization.
- Once resumed, seat inventory is likely to be low due to social distancing. However there is likely to be an increase in tariffs which may mitigate loss of commission to some extent since the commission is calculated as a percentage of base fare.
- Regarding tour packages, Tirupati package may be started post lockdown. However, the movement is likely to be limited for some time, affecting collection.
- Urgent call needs to be taken for ATT Mumbai because of only a single staff and that too with no ATT background resulting into low business and high fixed cost.
- Amongst the revenue streams, Cargo business is likely to take least hit and will recover fastest. ATT needs to focus on this business.
- Regarding reducing manpower cost, contractual manpower cannot be reduced as business may resume in a few months and then there could be a problem to get the trained staff. Already there is a lack of trained staff in ATT. However, it is suggested that the increments etc. of contractual staff may be limited.
- ATT has proposed for ATT travel portal with the support of Railtel. If approved, it is likely to result into larger catchment and increased reach of ATT. Through the portal, ATT may implement a Debit Card payment system for Credit business, improving liquidity.
- ATT also proposes to restrict extension of credit for air tickets to all its clients, except Ministries, which will result into improved outstanding position and better liquidity.

#### **Engineering Division/SEL Division:**

- Engineering/SEL. Division may be affected to the extent that Projects in hand may be deferred and new projects may/ may not be sanctioned.
- There is one school of thought that Govt. may fund more infrastructure projects for keeping the economy running and creating of jobs. However, Govt may also like to divert funds to the Social Sectors.
- SEL projects are not expected to be put on hold as works have been awarded in most of the projects.



**F&A Division :**

- F&A Division is already having staff shortage. Further there is no stoppage of any activity in F&A Division. Hence there will not be any pruning of staff.

Meeting ended with a vote of thanks to the Chair.

**Date :** 14.05.2020

**Place :** New Delhi

**CHAIRMAN**

**Minutes of the 3<sup>rd</sup> Board Level Risk Management Committee Meeting held on Tuesday, the 26<sup>th</sup> May, 2020 at 1530 hours at the ITDC HQ, Scope Complex, Core 8, 7 Lodhi Road, New Delhi- 110 002**

**Present:** Shri Piyush Tiwari, Director(C&M) : Chairman  
 Dr. Paragbhai M. Sheth, Independent Director : Member  
**(Attending meeting through Video Conferencing)**  
 Sh. V.P. Bhatia, VP (Hotels) : Member  
 Sh. S.D. Paul, HoD (F&A) : Member  
 Sh. V.K. Jain, CS : Member

Leave of Absence: All the Members were present. Chairman took roll call of the member present through VC. Dr. Paragbhai Sheth who was present through VC stated his name, location and confirmed that he has received the agenda and nobody else is present in the room where he is attending the meeting.

The Committee took note of the Minutes of the previous meeting of the Committee held on 3<sup>rd</sup> January, 2020.

Committee was apprised that this meeting was called especially to discuss the immediate and likely future impact of COVID-19 on the business verticals of ITDC. It was apprised that in this connection, a meeting at the HoD level was held on 5<sup>th</sup> of May, 2020.

Minutes of the meeting were read during the meeting.

Committee was also apprised of the detailed note put up by the Director (Commercial & Marketing) to the CMD. The same was appreciated by the Committee. It was apprised that requests for waiver/relaxation of license fee was received in writing from four of the licensees and other licenses have approached verbally for waiving/relaxation. A detailed agenda will be put up to the Board in this connection in the next Board meeting.

Committee also discussed that Ashok has a big conventional hall which can be utilized post lockdown for convention/meeting keeping in view the social distancing norms prescribed by the Government. The same needs to be promoted through the MoT. It was also apprised that at the initiative of the CMD, SoP for all business verticals are being prepared for resuming the work post lockdown.

Dr. Parag Sheth suggested that Homeopathic/ayurvedic medicine suggested by Ayush Mantralaya may be distributed to all the employees to boost their immunity against the COVID-19.

Chairman of the meeting concluded the meeting with the above discussion and agreed with the suggestion of Dr. Paragbhai Sheth.

**Date:** 27.05.2020

**Place:** New Delhi

  
 Piyush Tiwari  
 Chairman

27/05/20.  
 CHAIRMAN'S  
 INITIALS