

## ORDER

Under the powers conferred upon the undersigned vide resolutions passed by the Apex Council of the DDCA, following committee(s) is hereby constituted for the purposes enumerated thereunder:

<b>HR COMMITTEE</b>	
Mr. Maninder Singh	Chairperson
Mr. Pawan Gulati	Convenor
Mr. Shyam Sunder Sharma	Member
Mr. Navdeep Malhotra	Member
Mr. Manjit Singh	Member
Mrs. Renuka Dua	Member
Chief Executive Officer	Member

### **Quorum:**

The quorum for the meetings of the Committee shall be four (04) members which shall mandatorily include the Chairman or the Convenor. The Convenor shall convene the meetings of the Committee with the concurrence of the Chairman. If Convenor is not available, the CEO shall convene the meeting.

### **Role & Responsibilities**

- i. To take decisions on all matters pertaining to Employees and Staff of DDCA except those which are entrusted to any other committee.
- ii. The Committee shall lay down the HR policy of DDCA including Rules and Regulations for appointment, selection, increment, promotion, termination.
- iii. The Committee shall lay down disciplinary rules for DDCA employees.
- iv. Committee may scrutinise all past cases/ decisions and take suitable measures.

New Delhi

**Sd/-**  
**ROHAN JAITLEY**  
**PRESIDENT**