

In terms of the resolution passed by the Apex Council and under the powers conferred upon the undersigned, the following Committee(s) is hereby constituted for the purposes enumerated thereunder:

HR and Staff Welfare	
Ms. Shikha Kumar	Chairperson
Mr. Shyam Sunder Sharma	Member
Mr. Untak Goel	Member
Mr. Parvesh Sharma	Member
Mr. R. R. Singh	Interim CEO

**Quorum:**

The quorum for the meetings of the Committee shall be Two (02) members which shall mandatorily include the Chairperson. In the event of non-availability of the Chairperson, the CEO shall convene the meeting with the permission of the President.

**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 and welfare of the staff.
- iii. The Committee shall lay down disciplinary rules for DDCA employees.

New Delhi

Sd/-

ROHAN JAITLEY  
PRESIDENT