Dr. Ambedkar Institute of Hotel Management Catering & Nutrition

Sector 42 D, Chandigarh

Suo Moto Discloures/RTI Manuals

(Updated as on 16-09-2026)

Introduction:

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(I)(b) of this Act, the **Dr. Ambedkar Institute of Hotel Management Catering & Nutrition** (IHM), Sector 42 D, Chandigarh has brought out this handbook for information and guidance of the stakeholders and the general public.

The purpose of this Handbook is to inform the general public about the IHM Chandigarh's organizational set-up, its functions and duties, records and documents available in the IHM Chandigarh, etc. This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the IHM Chandigarh.

The website of the IHM Chandigarh (https://www.ihmchandigarh.org/), of which this Handbook is a part, provides information about the policies and programmes of the IHM Chandigarh to the general public. In addition, information about the activities of the institute is made available through its Annual Reports. This document for the year 2022-23 is available to the general public as part of this website. In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt.(B) dated 16th September 2005, the procedure and fee structure for getting information not available in this handbook will be as under:

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO concerned accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers' cheque or Postal order payable to the Institute of Hotel Management, Chandigarh. Payments in person will have to be deposited with the Cashier in the IHM Chandigarh.

(b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or postal order payable to the Institute of Hotel Management, Chandigarh at the following rates:
   a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
   b. Actual charge or cost price of a copy in larger size paper;
   c. Actual cost or price for samples or models; and
   d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the Institute of Hotel Management, Chandigarh at the following rates:
   a. For information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and
   b. For information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication.

APPLICATION FORMAT FOR INFORMATION UNDER RTI ACT 2005 https://www.ihmchandigarh.org/wp-content/uploads/2024/01/CHAPTER-20.pdf.

Sr.No.	Details of Disclosure	Organization information
1	**Organization and Function**	
1.1	**Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]**	
1.1.1	Name and address of the Organization	**Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Sector 42 D, Chandigarh**; (https://www.ihmchandigarh.org/) Dr. Ambedkar Institute of Hotel Management, Catering & Nutrition, Chandigarh, a registered Society set up in the year 1990, is one of the 21 Premier Institutes under the aegis of Ministry of Tourism, Govt. of India. The Institute has been set up with an objective to impart theoretical and practical training to the students in Hospitality Administration and Hotel Management, to provide trained manpower to the Hotel & Allied Industry and to organize training programmes for the staff /workforce engaged in the organized and un-organized sectors of Tourism & Hospitality industry. The building of the Institute is situated in Sector 42D among lush green surroundings of the Le Corbusier's city beautiful.
1.1.2	Head of the organization	Sh. Arvind Varma, Principal Incharge (https://www.ihmchandigarh.org/principal-desk/)
1.1.3	Vision, Mission and Key objectives	**Vision:** To be a Centre of Excellence in Innovative Interdisciplinary and Qualitative Hospitality Education. To create environment for Experiential learning and applied research. To prepare professionals to thrive in and contribute to an ever-changing global society. **Mission Statement:** To impart Hospitality education to students for becoming successful professionals at Global level. **Objective:** To train young men and women to provide manpower for the hospitality industry.
1.1.4	Function and duties	It is as per **MoA:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf; "Commitment to excellence" are the three words that best describe the ethos of the Dr. Ambedkar Institute of Hotel Management. Excellence in teaching, excellence in professional practice and excellence in providing knowledge, skill and attitude for future business managers are the foundations upon which the main focus of the Institute lies. Aims & Functions of AIHM and its role as premier hospitality educational Institute in the country are elaborated in its Memorandum of Association which among other things mandates Institute to effectively discharge functions such as: a) To provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and applied, and all the organizational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional fooding programmes in schools, industrial establishment and similar organizations. b) to impart instruction and training in modern and scientific techniques of management of modern hotels and hostels;

c) to undertake and to associate itself with nutritional extension and developmental work.
d) to propose economy in the handling and utilisation of foodstuffs.
e) to assist in and associate itself with the efforts of the central and State Governments to popularize wholesome non-cercal foods, particularly protective foods, with a view to the diversification of the ordinary Indian diet and the enrichment ofits nutritional contact.
f) to assist in and associate itself with the attempts of food research institutions, food scientist and food technologists to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus.
g) In accordance with the general policy laid down by the Central Government, to prescribe courses of instructions, hold examinations and grant certificate diplomas and other awards to persons.
h) To fix and demand such fees and other charges as may be laid down in the bye-laws.
i) To establish, maintain and manage halls and hostels for the residence of students and members of the state.
j) To supervise and control and residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperate life.
k) To institute teaching, administrative, technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, bye-laws and any instructions/orders and guidelines issued by the Central Government, from time to time.
l) To institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws and
    1. Within the broad framework of the policy laid down the Central Government, to seek affiliation with Universities or other appropriate academic or governmental bodies or institutions and obtain the recognition of its courses of instruction, its examinations, its diplomas, certificates and other awards by the appropriate educational authorities.
    2. To make rules and bye-laws for the conduct of the affairs of the Institute and Society and to add to amend, very or rescind them time to time,
    3. To give pensions, gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the society, or to their wives, children or other dependents; subject to orders/instructions issued by the Central Government in this regard from time to time.
    4. To make payments towards insurance and form and contribute to provident and benefit funds for the benefit of any person employed by the Society or the wives, children or other relatives or dependents of such persons;
    5. To acquire, hold and dispose of property in any manner whatsoever provided that the prior approval of the Central Government is obtained in the case of acquisition or disposal of immovable property;
    6. To deal with any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the Institute;
    7. To borrow and raise moneys with or without security or on the

		security of any Mortgage, charge or Hypothecation or pledge over all or any of the immovable properties belonging to the society or in any other manner whatever; subject to the approval of the Central Government; 8. To build, construct and maintain houses, hostels, schools or other buildings, and alter, extend, improve, repair, enlarge or modify the same including any existing building and to provide and equip the same with light water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings is to be put up or held. 9. To construct or otherwise acquire, layout, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks and any other immovable property belonging to or held by the society; 10. To start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets, or posters that may be considered desirable for the promotion of the objects of the Society; 11. To maintain a fund to which shall be credited o All moneys provided by the Central Government; o All fees and other charges received by the Society; o All money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers and; o All moneys received by the society in any other manner or from any other sources 12. To deposit all moneys credited to the fund in such banks or to invest them in such manner is the society may, with the approval of the Central Government decides; 13. To draw, make, accept, endorse, and discount cheques, notes or other negotiable instruments, and for these purposes to sign, execute and deliver such assurances and deals as may be necessary; 14. To pay out of the funds belonging to the Society or out of any particular part of such funds the expenses incurred by the Society from time to time including all expenses incidental to the formation of the Society and management and administration of any of the foregoing objects including all rent, rates, taxes outgoings and the salaries of the employees; 15. To maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government.
1.1.5	Organization Chart	It is available at Annexure – I
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.	The genesis, inception, formation of the institute is detailed under 1.1.1 above (https://www.ihmchandigarh.org/). There are four departments in the institute: **1. Food Production** a. Advance Training Kitchen: https://www.ihmchandigarh.org/advance-training-kitchen/; b. Bakery: https://www.ihmchandigarh.org/bakery/; c. Basic Training Kitchen: https://www.ihmchandigarh.org/basic-training-kitchen/; d. Quantity Food Kitchen: https://www.ihmchandigarh.org/qfk-dept/ 2. **The Food & Beverage Service department:** https://www.ihmchandigarh.org/fb-dept/; 3. **Front Office**: https://www.ihmchandigarh.org/front-office/; 4. **House Keeping Department**: https://www.ihmchandigarh.org/house-keeping/;

Departments & the Department Incharge

Department	Department Incharge
Food Production	Mrs. Shalini Sachdeva
F&B Service	Dr. Pratik Ghosh
Front Office	Mrs. Baljeet Sandhu
Accommodation Operations	Mrs. Shalini Sachdeva

Name of the H.O.D. (Principal) of AIHM since inception:

S. No.	Name	From	To
1.	Sh. P.I. Kaul	23-11-1990	23-09-1996
2.	Sh. N.S. Bhui	23-09-1996	08-08-1997
3.	Sh. C.M. Bhan	08-08-1997	22-10-1997
4.	Sh. Alok Shivpuri	22-10-1997	18-02-1998
5.	Sh. N.K. Nanchahal	18-02-1998	31-10-2011
6.	Smt. Bharti Tyagi	31-10-2011	28-02-2018
7.	Sh. Arvind Varma	28-02-2018	03-07-2019
8.	Sh. Sitesh Srivastav	03-07-2019	31-07-2024
9.	Sh. Arvind Varma	01.08.2024	Till Date

1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]

1.2.1 Powers and duties of officers (administrative, financial and judicial)

1.2.2 Power and duties of other employees

Powers and Duties of Officers:

The powers and duties of the officers of the Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh are governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute.

- Principal in the institute is authorized to sign sanction orders and convey the decisions of the IHM.
- The Administrative-cum-Accounts Officer (AAO) heads the administration and is mainly entrusted with general administration and finance matters of the institute.
- The HODs are mainly responsible for maintaining academic discipline of the institute including development of various short course curriculums, time tables, conduct of examinations, coordination w ith faculty and administration, student feedback etc. The detail organizational chart along with duties and responsibilities of faculty and staff at various levels are available under 1.1.5 above.

Duties and Responsibilities

Principal:

a) Principal is academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye- laws, Memorandum of Association, and Rules and Regulations of Society and within the powers vested/ delegated to him by the Board of Governors/ Central Government.

b) Custodian of records and Society's funds and other immovable/movable assets of the Society.

c) As Secretary of the Board of Governors and Executive Committee respectively, he is responsible for arrangement of meetings. To inform Government for filling up vacant posts in BOGs or Executive Committee.

d) Initiate faculty Development/Research/ Experimentation in close association with the Heads of Academic Departments and submit periodic feedback to National Council for Hotel Management and Catering Technology and the Ministry. Also sponsor employees from administrative cadres including PA for Cash & Accounts training and other refresher courses by IST&M, New Delhi through NCHMCT.

		e) Such other duties as may be entrusted to the incumbent by the Executive Committee/Board of Governors and Government of India from time to time. **Head of Department:** a) Teaching as assigned by the Principal from time to time. b) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipment, tools and materials with the Department, regular departments meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national & international reputation. c) Assist Principal in R&D activities for improving quality of teaching of service to the industry and community. d) Overall charge of the Labs and other working areas concerned, involvement in the purchase of equipment items etc. both in matter of indenting, tendering and conduct of Purchase Committee meetings. e) Arranging of training and welfare of students and such other duties/responsibilities as may be entrusted from time to time. f) To work for 8 to 10 hours per week in Administration Department of the Institute. **Senior Lecturer-Cum-Senior Instructor:** a) To take classes (theory and Practical) under overall supervision of the academic HOD. b) Responsible for equipment/ material under his charge. c) To assist the Principal/academic HOD in research work, quality improvement programmes and guide the junior staff. Such other duties and responsibilities as may be assigned to him from time to time. d) To supervise research work project assignments. e) To work for 5 to 8 hours per week in Administration Department of the Institute. **Lecturer-Cum-Instructor:** a) To take classes (Theory and Practical) as required by academic HOD concerned. b) To assist the Sr. Lecturer cum Sr. Instructor in various spheres of his duties. c) To provide guidance to Asstt. Lecturer cum Asstt. Instructors. d) Involvement in research work under the supervision of senior faculty members and perform such other duties and responsibilities as may be assigned to him from time to time. e) Such other duties and responsibilities as may be assigned to him from time to time. f) To work for 2 to 4 hours per week in Administration Department of the Institute. **Asstt. Lecturer-Cum-Asstt-Instructor:** a) To take classes both (Theory and Practical) and checking of students' journals as required. Responsible for equipment and material under his charge. b) Make arrangements for conduct of theory and practical classes with the assistance of Attendants including maintenance and safe custody of equipment items and stocks thereof. c) Such other duties and responsibilities as may be assigned to him from time to time.

		Administrative-Cum-Accounts Officer: a) To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters. b) Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings of the Board, Executive Committee etc. c) Overall supervision in respect of proper utilization and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute. d) Organize purchases of Stores/Equipment etc. under the supervision of the Principal and in association with the concerned faculty staff. Supervision of Security arrangements with security staff. e) Processing of RTI matters. f) To float tender and preparation of tender documents including terms & conditions of A.M.C. g) Calculation of tax and processing of form-16 h) Audit of accounts and appointments of auditors. i) Such other duties and responsibilities as may be assigned to him from time to time. **Office Superintendent:** a) To assist the Principal, and Administrative Officer in the discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute such other responsibilities as may be assigned by the competent authority from time to time. b) Appointment cases. c) MACP and pay fixation cases. d) Responsible for proper maintenance of the service books and personal files of the officials dealt in the establishment. e) To maintain the establishment register and other valuable record register. f) MACP & pay fixation. Responsible for maintenance of leave record of the staff. g) To supervise the work assigned to staff working directly under his control and disposal of Dak received daily in the establishment. **Accountant:** a) To assist the Administrative-Cum-Accounts Officer and the Principal in the discharge of his overall responsibilities for the financial and accounts matters. b) To prepare Bank Reconciliation statement & Trail Balance on monthly basis supervision of store department & Cash & Bank work. c) Filling of GST & Income Tax returns and such other duties as may be assigned by a competent authority from time to time. **P.A. to the Principal:** a) Dictation from Principal and typing. b) Keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career advancement and such other duties and responsibilities as may be assigned by the Principal from time to time. **Maintenance Foreman-cum-Caretaker (Out Sourced):** a) Overall responsibility for all maintenance work and security matters and the Institute hostels and staff quarters and such other duties and responsibilities as may be assigned by the competent

		authority from time to time as per the terms and conditions of the contract. **UDC(Cash/Estt./Stores/Academics):** a) Posting of UDCs on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years. i. **Cash:** Custody, receipt and disbursement of cash including maintenance of cash books and other connected records, collection of fees etc., from students and maintain accounts thereof. Checking of bills & manage bank work. Preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance Scheme/HBA/MCA and deposit in respective accounts in time. ii. **Estt:** Handle all administrative and establishment work of the Institute including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority. iii. **Stores:** Custody, receipt and supply of food and other connected items against written indents from the faculty staff duly authenticated by the HOD of the concerned stream of the academy, maintenance of stock registers and timely information to Administrative-Cum-Accounts Officer about the stock position. iv. **Academics:**- Custody of NCHM Certificates / Marksheets / Diploma, work related to NCHM/JNU/IGNOU, Scholarship related work, Verification of Batch list, Roll No., Exam Bill etc. **Note:-** In addition, employees will perform such other duties as may be assigned to them from time to time. **Stenographer:** Dictation, typing work and maintenance of such files and other records as may be entrusted and such other duties and responsibilities as may be assigned by a competent authority from time to time. **LDC (Cash/Estt/Stores/Academics):** Posting of LDCs on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years. i. **Cash:** Assist UDC (Cash) in handling custody and upkeep of records relating to cash, preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance Scheme/HBA/MCA including typing work and deposit in accounts in time. ii. **Estt.:** Assist UDC (Estt.) in maintenance and safe custody of the official records relating to Institute, employees service records, other miscellaneous jobs including typing work. iii. **Stores:** Assist UDC (stores) in maintenance, upkeep and issue of stores items to the faculty members against indents under authorization by UDC (stores), upkeep of stock registers for submission to UDC (stores) including typing work. iv. **Academics:**- Student dealing, Maintenance of personal files, admission related work, preparing class Roll No., , Student Certificate, Exam Forms, Marksheets etc. **Note:-** In addition, employees will perform such other duties as may be assigned to them from time to time. **Driver-Cum-Mechanic:** To drive car/vehicle for official use only and carry out routine repairs of the vehicles as and when required. After duty, the vehicle should be parked in Institute's building. In case of accident, he will inform Principal and lodge report with the Police Station. He shall keep log book and consumption of petrol/diesel in the log book on daily

		basis along with signature of the person using the car. At the end of the month, he should get the log book verified and signed by Administrative Cum Accounts Officer and Principal. **Attendant/MTS:** To provide assistance on full time basis to Asstt. Lecturer-cum- Asstt. Instructor in the upkeep, maintenance and conduct of classes, both theory and practical. **Peon (Out Sourced)**: To assist the Principal and other administrative staff. **Librarian:** Custodian of Institute's Library books/journals etc. accession of books, issue of library cards and overall supervision of Asstt. Librarian, review and verification of stock register of books in hand and those outstanding with the staff members/students, levying of penalty in case of retention of books etc., by staff/students beyond a prescribed period, issue of NOC to the outgoing staff members and students. **Note:** Incumbents holding some of the existing posts like Maintenance Engineer etc. which do not figure in the Revised Recruitment Rules, 2001 would continue to hold these posts till they relinquish charge of the post due to resignation/retirement etc. duties and functions discharged by the incumbents of such posts could be assigned by deploying suitable persons on contract basis or on normal remuneration basis as soon as the incumbents relinquish charge on such posts due to the aforesaid reasons.

<table>
<tr><td>1.2.3</td><td>Rules/ orders under which powers and duty are derived and</td><td>The powers and duties of the officers of the Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh are derived, exercised, allocated and governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute.
MoA: https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf;
Rules & Regulations: https://www.ihmchandigarh.org/wp-content/uploads/2020/02/rules-and-regulations-STAFF-regulation-bye-laws.pdf;
Amendments:https://www.ihmchandigarh.org/wp-content/uploads/2020/02/amendments.pdf;
Recruitment & Promotion Rules: https://www.ihmchandigarh.org/wp-content/uploads/2020/02/recruitmentrules2003.pdf;
Latest Amendments in RR: https://www.ihmchandigarh.org/wp-content/uploads/2021/02/revised-RR-for-Post.pdf;</td></tr>
<tr><td>1.2.4</td><td>Exercised</td><td rowspan="2">Powers and duties are exercised and work allocated as per detail given under 1.2.1 & 1.2.2 above</td></tr>
<tr><td>1.2.5</td><td>Work allocation</td></tr>
<tr><td>1.3</td><td colspan="2">Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]</td></tr>
<tr><td>1.3.1</td><td>Process of Decision Making: Identify key decision making points</td><td>In the discharge of duties and in the decision-making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken at the level of the Head of Departments (HODs) for academic matters and Administrative-cum-Accounts Officer (AAO) for administrative matters in the Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh and final approvals are given by Principal and/or Chairman, Board of Governors of the institute. To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level:

1. E-Tender/GEM Portal Purchase Committee:
<table>
<tr><th>S. No.</th><th>Name of Official</th><th>Designation</th></tr>
<tr><td>1.</td><td>Mr. Arvind Varma, Principal</td><td>Chairman</td></tr>
<tr><td>2.</td><td>Mr. Sanjiv Kumar, Admin-cum-Accounts Officer</td><td>Evaluator</td></tr>
<tr><td>3.</td><td>Mrs. Shalini Sachdeva, H.O.D.</td><td>Evaluator</td></tr>
<tr><td>4.</td><td>Mr. Vishal Kalia, Principal, CIHM, Chandigarh</td><td>Evaluator</td></tr>
<tr><td>5.</td><td>Dr. Pratik Ghosh, H.O.D.</td><td>Nodal Officer</td></tr>
<tr><td>6.</td><td>Dr. Suyasha Gupta, Lecturer</td><td>Creator/Publisher</td></tr>
<tr><td>7.</td><td>Mr. Ranjay Kumar, Accountant</td><td>Creator/Publisher</td></tr>
</table>
For local market purchase, Purchase Committee is formed by the Principal to assess the reasonableness of the rates, quality and specifications and identify the appropriate supplier, as per the provisions given in the GFR Rules.</td></tr>
</table>

2. Anti Ragging Committee 2026-27

S. No.	Designation	Member	Contact Number	E-mail Id
1.	Head of the Committee	Mr. Arvind Varma	9464810833	aihm_chd@yahoo.com
2.	Rep of local police station	Mr. Parneet Kaur	9855157135	pshops36-chd@nic.in
3.	Rep of NGO/Counselor	Mrs. Madhu P. Singh	9814436639	madhu_psingh@rediffmail.com
4.	Faculty	Mrs. Shalini Sachdeva	9646762201	shaliniihmchd@gmail.com
5.	Faculty	Dr. Pratik Ghosh	9872722688	callpratikghosh@yahoo.co.in
6.	Ladies Hostel Warden	Mrs. Paramjeet Kaur	9988239582	pam_1031@yahoo.com
7.	Men's Hostel Warden	Mr. Amritanshu Dwivedi	9417578610	anshuihm@yahoo.com
8.	Non-teaching staff	Mr. Ranjay Kumar	8219115245	chandelranjay@gmail.com
9.	Non-teaching staff	Ms. Jyoti Sharma	9417869748	rythmshan@gmail.com
10.	Parent	Mrs. Sucheta Kalia	7888729228 9417241122	Sharmasucheta11@gmail.com
11.	Parent	Avtar Singh	8264538830 7528054955	Avtarsinghbhamra3571@gmail.com
12.	Media Member	Ms. Akanksha Saxena	9888882888	akankshasaxena28@gmail.com
13.	Student 3rd Year	Mr. Prajjwal Vij	9205868111	Prajjwalvij3107@gmail.com
14.	Student 1st Year	Mr. Aditya Gupta	9736005969	Adigpt1245@gmail.com

3. Internal Complaint Committee of the Sexual Harassment of women at workplace:

S. No.	Name of Official	Designation
1.	Mrs. Ishroop Kaur, Sr. Lecturer	Presiding Officer
2.	Mr. Sucharu Sharma, Sr. Lecturer	Member
3.	Ms. Jyoti Sharma, OS	Member
4.	Mrs. Shazia K. Singh, Advocate Punjab & Haryana High Court, Member of WICCI-Punjab Chapter)	External Member

4. Student Complaint Redressal Committee:

S. No.	Name of Official	Designation
1.	Mr. Arvind Varma, Principal	Member
2.	Mrs. Shalini Sachdeva, H.O.D.	Member
3.	Mr. Pratik Ghosh, HOD	Member
4.	Mr. Jawahar Rithoriya, Assistant Lecturer	Member
5.	Mrs. Paramjeet Kaur, Hostel Warden (Girls)	Member
6.	Mrs. Baljeet Sandhu, H.O.D.	Member

Note: All complaints received from students are redressed within a suitable time frame

1.3.2	Final Decision-making Authority	Principal of the Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh
1.3.3	Related provisions, acts, rules etc.	It is available at: **MoA:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf;
1.3.4	Time limit for taking a decision, if any	As such there is no time limit defined for taking decisions in the charter. However, time limit for taking any decision in the Institute is decided by the Principal depending on the nature of job/task/complaint. Normally the time taken for taking any decision is 7 to 10 days. Time limit for taking decisions varies from project/programme to project/programme. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.
1.3.5	Channel of supervision and accountability	1. Channel of supervision is as per the Organization Structure (given in Annexure-I) of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh. 2. Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	**Norms for discharge of functions [Section 4(1)(b)(iv)]**	
1.4.1	Nature of functions/ services offered	The Nature of functions/services offered are given below: (**MoA:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf; The institute conducts following courses related to Hospitality & Hotel trade a) Three year B.Sc. in Hospitality & Hotel Administration under NCHMCT & JNU b) 1½ year Trade Diploma in Food Production under NCHMCT. c) 1½ year Trade Diploma Bakery and Confectionery under NCHMCT. d) Various short termskill development pragrammes and Hunar-Se-Rozgar Tak programme of Ministry of Tourism, Govt. of India
1.4.2	Norms/standards for functions/ service delivery	It is available at: **MoA:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf; Normal procedure as per norms laid by the BoGs / Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/ approvals are implemented.

1.4.3	Process by which these services can be accessed	The procedure/instructions contained in the Manual of Office Procedure issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions for timely disposal of receipts/cases are being followed in the Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh. Further information can be obtained from the link below: • Memorandum of Association (https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf) • Rules and Regulations-Staff Regulation and • society bye- laws. To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level (detail is give under 1.3.1 above). As per the nature of the services, different approach is there to access these services. Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Competent Authority as per DoP for administrative approval and decisions/sanctions/approvals are implemented.
1.4.4	Time-limit for achieving the targets	Targets are achieved as per the Academic Calendar by the Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh for every year. Time limit for achieving the targets is as per the Academic Calendar prepared every year by NCHMCT, Noida. (**Annexure – II**) **Academic Calendar: B.Sc. in Hospitality & Hotel Administration:** http://www.ihmchandigarh.org/wp-content/uploads/2025/06/Academic-Calender-BSC-2025-26.pdf **and for Diploma Courses:** http://www.ihmchandigarh.org/wp-content/uploads/2025/06/Academic-Calender-Diploma-2025-26.pdf
1.4.5	Process of redress of grievances	All complaints received from students are redressed within a suitable time frame by student complaint redressal committee. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. **Detail of Internal Complaint Committee of the Sexual Harassment of women at workplace and Student Complaint Redressal Committee is given under 1.3.1 (above).**
1.5	**Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]**	
1.5.1	Title and nature of the record/ manual /instruction.	For discharging its function, the Institute follows "Society bye-laws", "Rules and Regulations of the Society" and "Staff Regulation" as mentioned in the charter of the society. The Institute follows Recruitment & Promotion Rules amended time to time by the Ministry of Tourism, Govt. of India and adopted by Board of Governors of the society. In all other matters, Institute follows the Rules, Regulations and manuals etc. as applicable for the employees of autonomous body of Central Government. Rules and Regulations of the Society, Recruitment & Promotion Rules, bye-laws are available in the website and the link below:
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	

<table>
<tr><td></td><td></td><td>MoA: https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf;
Rules & Regulations: https://www.ihmchandigarh.org/wp-content/uploads/2020/02/rules-and-regulations-STAFF-regulation-bye-laws.pdf;
Amendments: https://www.ihmchandigarh.org/wp-content/uploads/2020/02/amendments.pdf;
Recruitment & Promotion Rules: https://www.ihmchandigarh.org/wp-content/uploads/2020/02/recruitmentrules2003.pdf;
Latest Amendments in RR: https://www.ihmchandigarh.org/wp-content/uploads/2021/02/revised-RR-for-Post.pdf;
General Rules/Instruction: https://www.ihmchandigarh.org/general-rules/;
Anti-Ragging Rules: https://www.ihmchandigarh.org/anti-ragging-rules/;
Attendance Rules: https://www.ihmchandigarh.org/attendance-rules/;
Examination Rules: https://www.ihmchandigarh.org/examination-rules/;
Hostel Rules: https://www.ihmchandigarh.org/hostel-rules/</td></tr>
<tr><td>1.5.4</td><td>Transfer policy and transfer orders</td><td>Since Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh is an autonomous body, none of the teaching/non-teaching staff has been transferred. However, Internal transfers are made as per need & requirement. No internal transfers have taken place this year</td></tr>
<tr><td>1.6</td><td colspan="2">Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</td></tr>
<tr><td>1.6.1</td><td>Categories of documents</td><td>The office holds files and documents related to its functioning along with references and correspondence. The following documents are available with the office:
By Academic Division:
a) Results of all mid-term examinations conducted by the institute for all semesters of BSc H&HA and Diploma courses.
b) Syllabus and course content of short- term courses and training offered by Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh
c) Placement and industrial training records of the students.
d) Industrial Training and Research Projects of the students.
e) Annual Magazine “Gourmets Affair”

By Administrative Division:
a) Annual Report and Audited Statement of Accounts.
b) Service record of all of it’s employees.
c) Minutes of Board of Governors meeting and decision taken by them (available on request).</td></tr>
<tr><td>1.6.2</td><td>Custodian of documents/categories</td><td>Custodians of these documents/categories are the respective HoDs/Section Incharges</td></tr>
<tr><td>1.7</td><td colspan="2">Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</td></tr>
<tr><td>1.7.1</td><td>Name of Boards, Council, Committee etc.</td><td>Board of Governors of AIHM
The following are the members of Board of Governors of Dr. Ambedkar Institute of Hotel Management:
<table><tr><th>Sl. No.</th><th>Name, Designation/occupation and address</th></tr><tr><td>1.</td><td>Secretary Tourism,
U.T. Administration, Chandigarh</td></tr></table></td></tr>
</table>

		2.	Special Secretary Finance, U. T. Administration, Chandigarh
		3.	Director Technical Education U.T. Administration Chandigarh
		4.	Managing Director, Chandigarh Industrial Tourism Dev. Corp. Chandigarh
		5.	Financial Advisor Ministry of Civil Aviation & Tourism Safdarjung Airport, Rajiv Gandhi Bhawan, New Delhi.
		6.	Sr. Economic Advisor Ministry of Tourism, 3rd Floor, PTI Building, Parliament Street, New Delhi-110011
		7.	Regional Director (North) Tourism, Govt. of India 88, Janpath, New Delhi
		8.	Director (A & F), National Council for Hotel Management and Catering Technology, Noida.
		9.	General Manager Taj Hotel, Chandigarh
		10.	General Manager Hyatt Regency, Chandigarh
		11.	Principal, Chandigarh Institute of Hotel Management, Sector: 42-D, Chandigarh
		12.	Principal Dr. Ambedkar Institute of Hotel Management, Catering &Nutrition, Chandigarh
1.7.2	Composition	It is as per MoA and given under 1.71. above.	
1.7.3	Dates from which constituted	30.07.1990	
1.7.4	Term/ Tenure	By designation fixed	
1.7.5	Powers and functions	It is as per **MoA:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf;	
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.	
1.7.7	Whether the minutes of the meetings are open to the public?	NO	
1.7.8	Place where the minutes if open to the public are available?	Minutes of Meetings are not open to Public	
1.8	**Directory of officers and employees [Section 4(1) (b) (ix)]**		
1.8.1	Name and designation	Directory of officers and employees is given in **Annexure – III**.	
1.8.2	Telephone, fax and email ID		
1.9	**Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**		
1.9.1	List of employees with Gross monthly remuneration	Monthly Remuneration received by officers & employees is given in **Annexure – IV**. Seniority list of officers 1) Principal: Sh. Arvind Varma 2) Head of Department I: Smt. Shalini Sachdeva 3) Head of Department II: Dr. Pratik Ghosh 4) Head of Department III: Mrs. Baljeet Sandhu 5) Admin-cum-Accounts Officer: Sh. Sanjiv Kumar	

		6) Senior Lecturer: Smt. Ishroop Kaur 7) Senior Lecturer: Sh. Saurabh Rakheja 8) Senior Lecturer: Dr. Suyasha Gupta 9) Senior Lecturer: Dr. Ekta Bhatnagar Nayyar 10) Senior Lecturer: Dr. Sucharu Sharma 11) Senior Lecturer: Dr. Shilpi Bhatia
1.9.2	System of compensation as provided in its regulations	Employees of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc.
1.10	**Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]**	
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	a. Sh. Arvind Varma, First Appellate Authority and Principal, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm_chd@yahoo.com; 0172-2604833) b. Dr. Pratik Ghosh, CPIO & HoD, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm-chd@nic.in; 0172-2604833) c. Sh. Sanjiv Kumar, APIO and Admin-cum-Accounts Officer, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm-chd@nic.in; 0172-2604833). d. Mrs. Baljeet Sandhu, Nodal Officer & H.O.D., Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm-chd@nic.in; 0172-2604833)
1.10.2	Address, telephone numbers & email ID of each designated official.	
1.11	**No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2)**	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	**NIL as on date**
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	
1.12	**Programmes to advance understanding of RTI (Section 26)**	
1.12.1	Educational programmes	There is a separate Room/Office for RTI Cell to handle these matters at Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh. The institute organizes RTI Awareness Programmes for employees & students from time to time. Last year, the CPIO arranged one Session on RTI on 11.08.2023.
1.12.2	Efforts to encourage public authority to participate in these programmes	Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.
1.12.3	Training of CPIO/APIO	NIL
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh updates & published Guidelines on RTI on regular intervals and it was last updated in the website on 23.08.2024
1.13	**Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]**	
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Since Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh is an autonomous body, none of the non-teaching staff has been transferred. No Internal transfers were made during the 2024-25.
2	**Budget and Programme**	
2.1	**Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]**	

2.1.1	Total Budget for the public authority	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department. It is given in **Annexure – V**.
2.1.2	Budget for each agency and plan & programmes	
2.1.3	Proposed expenditures	
2.1.4	Revised budget for each agency, if any	
2.1.5	Report on disbursements made and place where the related reports are available	Report of disbursement in the form of an Annual report is available on the website www.ihmchandigarh.org under the Administrative head. Report on disbursements made is available in Annual Report http://www.ihmchandigarh.org/wp-content/uploads/2026/06/ANNUAL-REPORT-2024-25.pdf
2.2	**Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)**	
2.2.1	Budget	The institute from its own resources meets budget for foreign and domestic tours. As such, there is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit.	No foreign and domestic tours undertaken
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Details about Tenders is given here: https://www.ihmchandigarh.org/tender-notice-for-be-ke/; **Details of the bids awarded** http://www.ihmchandigarh.org/wp-content/uploads/2025/06/DETAILS-OF-CONTRACTORS-2024.pdf
2.3	**Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**	
2.3.1	Name of the programme of activity	Not Applicable as Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh does not offer Subsidy Programme
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	

2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	**Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh does not allocate any Discretionary and non-discretionary grants/ State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	**Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]**	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh does not provide Concessions, permits or authorizations. Institute is permitted to run short-duration Skill Development training programmes under Hunar-Se-Rozgar Tak scheme by Ministry of Tourism, Govt. of India. Following schemes of Ministry of Tourism were implemented for the year 2024-25: • Skill Training and Certification: 91 persons trained • Entrepreneurship Programme: 21 persons trained • Tourism Awareness Programme: 23 persons trained
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	**CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	It is given in **Annexure – VI.**
3.	**Publicity Band Public Interface**	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	**MoA:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/memorandum.pdf; **Rules & Regulations:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/rules-and-regulations-STAFF-regulation-bye-laws.pdf; **Amendments:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/amendments.pdf; **Recruitment & Promotion Rules:** https://www.ihmchandigarh.org/wp-content/uploads/2020/02/recruitmentrules2003.pdf; **Latest Amendments in RR:** https://www.ihmchandigarh.org/wp-content/uploads/2021/02/revised-RR-for-Post.pdf; **Academic Calendar: B.Sc. in Hospitality & Hotel Administration:** http://www.ihmchandigarh.org/wp-content/uploads/2025/06/Academic-Calender-BSC-2025-26.pdf **and for Diploma Courses:** http://www.ihmchandigarh.org/wp-content/uploads/2025/06/Academic-Calender-Diploma-2025-26.pdf **Fee Notice:** https://www.ihmchandigarh.org/fee-notice/; **General Rules/Instruction:** https://www.ihmchandigarh.org/general-rules/

		Scholarships: https://www.ihmchandigarh.org/scholarship/; **Anti-Ragging Rules:** https://www.ihmchandigarh.org/anti-ragging-rules/; **IHM Syllabus:** https://www.ihmchandigarh.org/syllabus/; **Attendance Rules:** https://www.ihmchandigarh.org/attendance-rules/; **Examination Rules:** https://www.ihmchandigarh.org/examination-rules/; **Hostel Rules:** https://www.ihmchandigarh.org/hostel-rules/; **Career Placement:** https://www.ihmchandigarh.org/career-placement/; **Examination Results:** https://www.ihmchandigarh.org/result/; **Research Project Guidelines:** https://www.ihmchandigarh.org/downloads/#1583915703401-38a72cc3-a980; **Tenders:** https://www.ihmchandigarh.org/tender-notice-for-be-ke/; **Annual Report:** http://www.ihmchandigarh.org/wp-content/uploads/2026/06/ANNUAL-REPORT-2024-25.pdf
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	The Society has on its board two persons from the hotel industry nominated by Central Govt. as per Rule 4(e) of the Society Rules and Regulations and one expert on Catering Technology nominated by Central Govt. as per Rule 4(d) of the Society Rules and Regulations. These members contribute their inputs in the policy and guidance to the Board of Governors of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh. The members are: (a) Director (A & F) National Council for Hotel Management and Catering Technology, Noida; (b) Regional Director (North) Tourism, Govt. of India 88, Janpath, New Delhi; (c) General Manager, Taj Hotel Chandigarh; (d) General Manager, Hyatt Regency Chandigarh. However, major policies are formulated in NCHMCT Noida and Ministry of Tourism, Govt. of India. Day & time allotted for visitors: From 09.30AM to 05.00PM Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Dr. Pratik Ghosh, CPIO & HoD, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm-chd@nic.in; 0172-2604833)
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part ofthe implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1.9	Public- private partnerships	

	(PPP) -Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	
3.2	**Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]**	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Detail is given under 3.1.1 above
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
3.3	**Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**	
3.3.1	Use of the most effective means of communication - Internet (website)	Website of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh: https://www.ihmchandigarh.org/
3.4	**Form of accessibility of information manual/ handbook [Section 4(1)(b)]**	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh: ( )
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO
3.5	**Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
4	**E-Governance**	
4.1	**Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]**	
4.1.1	English	Yes, it is uploaded in the website ()
4.1.2	Vernacular/ Local Language	**NO**
4.2	**When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]**	
4.2.1	Last date of Annual updation	11-07-2025
4.3	**Information available in electronic form [Section 4(1)(b)(xiv)]**	

<table>
<tr><td>4.3.1</td><td>Details of information available in electronic form</td><td rowspan="3">Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization's website: https://www.ihmchandigarh.org/;</td></tr>
<tr><td>4.3.2</td><td>Name/ title of the document/record/ other information</td></tr>
<tr><td>4.3.3</td><td>Location where available</td></tr>
<tr><td>4.4</td><td colspan="2">Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</td></tr>
<tr><td>4.4.1</td><td>Name & location of the facility</td><td>There is RTI Cell at the Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh. Information pertaining to activities dealt by the institute is provided to the users who demand the information. Office Address: Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh. The information is also uploaded on the website of the institute, i.e.,https://www.ihmchandigarh.org/for general reference.</td></tr>
<tr><td>4.4.2</td><td>Details of information made available</td><td>As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website they can send email to CPIO at email id aihm-chd@nic.in seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.</td></tr>
<tr><td>4.4.2</td><td>Working hours of the facility</td><td>9.30AM to 5.30PM</td></tr>
<tr><td>4.4.3</td><td>Contact person & contact details (Phone, fax email)</td><td>Dr. Pratik Ghosh, CPIO & HoD, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm-chd@nic.in; 0172-2604833)</td></tr>
<tr><td>4.5</td><td colspan="2">Such other information as may be prescribed under Section 4(i) (b)(xvii)</td></tr>
<tr><td>4.5.1</td><td>Grievance Redressal Mechanism</td><td>Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. Detail of Internal Complaint Committee of the Sexual Harassment of women at workplace and Student Complaint Redressal Committee is given under 1.3.1 (above).</td></tr>
<tr><td>4.5.2</td><td>Details of applications received under RTI and information provided</td><td>Details applications received under RTI : From 2023 TO 2026 http://www.ihmchandigarh.org/wp-content/uploads/2026/06/RTI-SUMMARY-2023-26.pdf</td></tr>
<tr><td>4.5.3</td><td>List of completed schemes/ projects/ Programmes</td><td>Details are given below
<table>
<tr><th>Name of the Scheme by Ministry of Tourism, Govt. of India</th><th>Persons Trained / Participated</th></tr>
<tr><td>Skill Training and Certification</td><td>NIL</td></tr>
<tr><td>Entrepreneurship Programme</td><td>NIL</td></tr>
<tr><td>Tourism Awareness Programme</td><td>NIL</td></tr>
<tr><td>Swachhata Action Plan</td><td>160</td></tr>
</table></td></tr>
<tr><td>4.5.4</td><td>List of schemes/ projects/ programme underway</td><td>
<table>
<tr><th>Name of the Scheme by Ministry of Tourism, Govt. of India</th><th>Persons Trained / Participated</th></tr>
<tr><td>Director General Resettlement(DGR)- Diploma in Bakery and Confectionery</td><td>35</td></tr>
<tr><td>Director General Resettlement(DGR)- Diploma in Front Office</td><td>36</td></tr>
<tr><td>Director General Resettlement(DGR)- Diploma in Front Office</td><td>39</td></tr>
</table></td></tr>
<tr><td>4.5.5</td><td>Details of all contracts entered into including name of the contractor, amount of contract</td><td>Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement</td></tr>
</table>

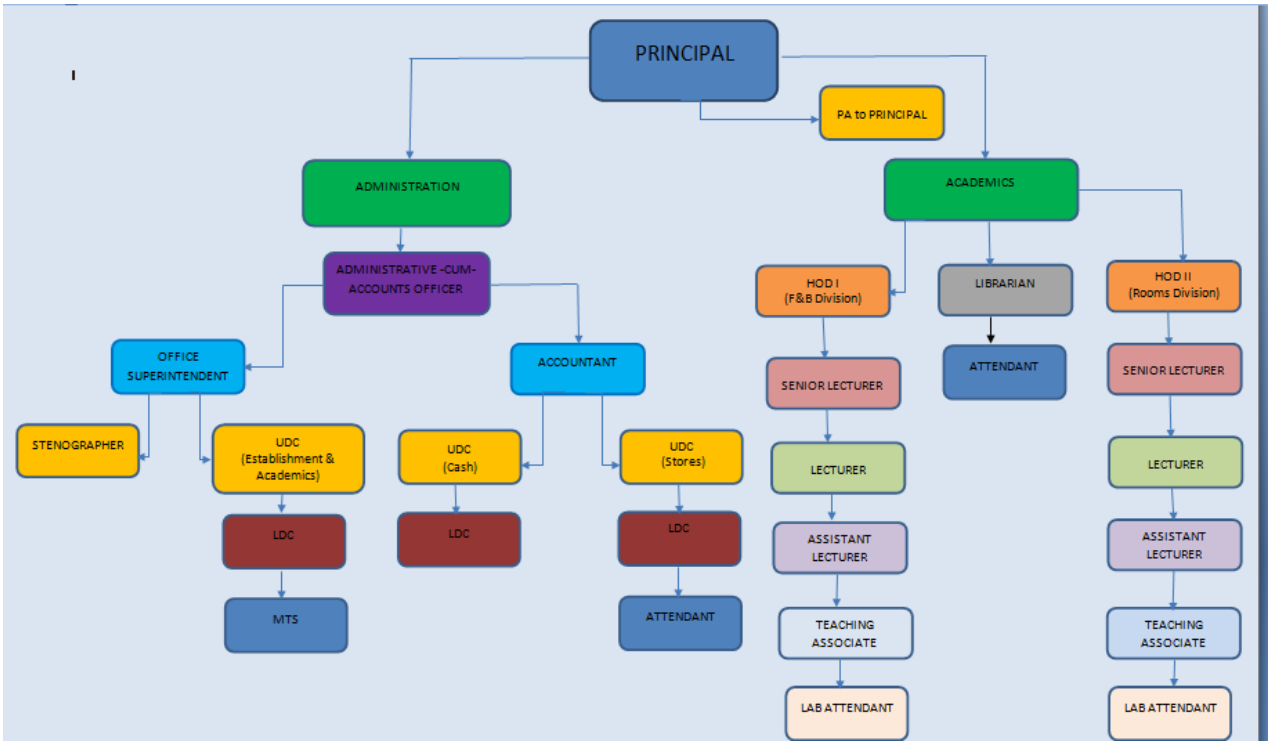
<table>
<tr><td>4.5.5</td><td>Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract</td><td>Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals.
Tenders:
M/S Jaharveer Co. Manpower & Security Services, SCO 218, 219, Sector 34B, 4th Floor, Chandigarh, 160022
Service provider since 1st September, 2023
Period of contract: 2 years
Contract Amount for FY 2023-24 to 2024-25: Rs. 3,61,85,830/-</td></tr>
<tr><td>4.5.6</td><td>Annual Report</td><td>It is available at: http://www.ihmchandigarh.org/wp-content/uploads/2026/06/ANNUAL-REPORT-2024-25.pdf</td></tr>
<tr><td>4.5.7</td><td>Frequently Asked Question (FAQs)</td><td>Annexure – VII</td></tr>
<tr><td>4.5.8</td><td>Any other information such as - (a) Citizen’s Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen’s Charter</td><td>A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen’s Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute.</td></tr>
<tr><td>4.6</td><td colspan="2">Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]</td></tr>
<tr><td>4.6.1</td><td>Details of applications received and disposed</td><td>http://www.ihmchandigarh.org/wp-content/uploads/2026/06/RTI-SUMMARY-2023-26.pdf</td></tr>
<tr><td>4.6.2</td><td>Details of appeals received and orders issued</td><td>http://www.ihmchandigarh.org/wp-content/uploads/2026/06/RTI-SUMMARY-2023-26.pdf</td></tr>
<tr><td>4.7</td><td colspan="2">Replies to questions asked in the Parliament [Section 4(1)(d)(2)]</td></tr>
<tr><td>4.7.1</td><td>Details of questions asked and replies given in the Parliament</td><td>Not Applicable</td></tr>
<tr><td>5</td><td colspan="2">Information as may be prescribed</td></tr>
<tr><td>5.1</td><td colspan="2">Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]</td></tr>
<tr><td>5.1.1</td><td>Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAsfrom 1.1.2015</td><td>Current CPIO & FAA:
a. Sh. Arvind Varma, First Appellate Authority and Principal, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm_chd@yahoo.com; 0172-2604833)
b. Dr. Pratik Ghosh, CPIO & HoD, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm-chd@nic.in; 0172-2604833)
c. Sh. Sanjiv Kumar, APIO and Admin-cum-Accounts Officer, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Chandigarh (aihm-chd@nic.in; 0172-2604833)
Earlier CPIO & FAA:
Earlier CPIOs and FAAs are given here:
<table>
<tr><th>Year</th><th>CPIO</th><th>FAA</th></tr>
<tr><td>2015-17</td><td>Shri Arvind Varma</td><td>Mrs. Bharti Tyagi</td></tr>
<tr><td>2018-19</td><td>Dr.Pratik Ghosh</td><td>Shri Arvind Varma</td></tr>
<tr><td>2019-24</td><td>Dr. Pratik Ghosh</td><td>Shri Sitesh Srivastav</td></tr>
<tr><td>2024-till date</td><td>Dr.Pratik Ghosh</td><td>Shri Arvind Varma</td></tr>
</table></td></tr>
<tr><td>5.1.2</td><td>Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out</td><td>Third Party Audit of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh was carried out by NITTTR, Chandigarh for the year 2022-23 on 17.08.2023: https://www.ihmchandigarh.org/wp-content/uploads/2025/07/Audit-Report-IHM_Chandigarh-2024-25.pdf</td></tr>
</table>

5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	Sh. Ashok Kumar Lalchandani, Nodal Officer and I/c. Admin. Officer, Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh
5.1.4	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation ofthe officers	**Not Applicable**
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name& Designation of the Officers	**Not Applicable**
6	**Information Disclosed on own Initiative**	
6.1	**Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information**	
6.1.1	Item / information disclosed so that public have minimum resort to use ofRTI Act to obtain information	Item / information, is disclosed in the website of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh (https://www.ihmchandigarh.org/), which is updated on regular intervals.
6.2	**Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances& Pensions**	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Sector 42 D, Chandigarh

Annexure – I

Organizational Structure of Dr. Ambedkar Institute of Hotel Management Catering & Nutrition, Sector 42 D, Chandigarh



Annexure – II

Academic Calendar

NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY, NOIDA
BSc. IN HOSPITALITY & HOTEL ADMINISTRATION
ACADEMIC CALENDAR 2026-27

FIRST YEAR **SEMESTER – I**

Schedule	From	To	Weeks
Orientation	27.07.2026	31.07.2026	01
Teaching	03.08.2026	25.09.2026	08
Internal Evaluation (IE)	28.09.2026	02.10.2026	01
Teaching	05.10.2026	04.12.2026	**09***
Practical/Preparatory	07.12.2026	11.12.2026	01
End-Semester Examination (ESE)	**14.12.2026**	**25.12.2026**	**02**
Winter Break	28.12.2026	08.01.2027	02

SECOND YEAR **SEMESTER – III (GROUP - I)**

Industrial Training	29.06.2026	23.10.2026	17
Make-up for IT Shortfall	26.10.2026	13.11.2026	03
End-Semester Examination (ESE) **Submission of IT Feedback Appraisal & IT Project Report**	**16.11.2026**	**27.11.2026**	**02**

SEMESTER – III (GROUP - II)

In-Institute Teaching	06.07.2026	28.08.2026	08
Internal Evaluation (IE)	31.08.2026	04.09.2026	01
Teaching	07.09.2026	30.10.2026	08
Practical/Preparatory	02.11.2026	13.11.2026	**02***
End-Semester Examination (ESE)	**16.11.2026**	**27.11.2026**	**02**

THIRD YEAR **SEMESTER - V**

Teaching	06.07.2026	28.08.2026	08
Internal Evaluation (IE)	31.08.2026	04.09.2026	01
Teaching	07.09.2026	30.10.2026	08
Practical/Preparatory	02.11.2026	13.11.2026	**02***
End-Term Examination (ESE)	**16.11.2026**	**27.11.2026**	**02**

*** One additional week is incorporated into the academic calendar. Academic Chapters have the flexibility to utilize this week as a festival break.**

National Council for Hotel Management & Catering Technology, Noida

SEMESTER – II

Schedule	From	To	Weeks
Teaching	11.01.2027	05.03.2027	08
Internal Evaluation (IE)	08.03.2027	12.03.2027	01
Teaching	15.03.2027	07.05.2027	08
Practical/Preparatory	10.05.2027	14.05.2027	01
End-Semester Examination (ESE)	**17.05.2027**	**28.05.2027**	**02**

SEMESTER – IV (GROUP - I)

In-Institute Teaching	30.11.2026	25.12.2026	04
Winter Break	28.12.2026	08.01.2027	02
Teaching	11.01.2027	05.02.2027	04
Internal Evaluation (IE)	08.02.2027	12.02.2027	01
Teaching	15.02.2027	09.04.2027	08
Practical/Preparatory	12.04.2027	16.04.2027	01
End-Semester Examination (ESE)	**19.04.2027**	**30.04.2027**	**02**

SEMESTER – IV (GROUP - II)

Industrial Training	07.12.2026	02.04.2027	17
Make-up for IT Shortfall	05.04.2027	23.04.2027	03
End-Semester Examination (ESE) **Submission of IT Feedback Appraisal & IT Project Report**	**26.04.2027**	**07.05.2027**	**02**

SEMESTER - VI

Teaching	30.11.2026	25.12.2026	04
Winter Break	28.12.2026	08.01.2027	02
Teaching	11.01.2027	05.02.2027	04
Internal Evaluation (IE)	08.02.2027	12.02.2027	01
Teaching	15.02.2027	09.04.2027	08
Practical/ Preparatory	12.04.2027	16.04.2027	01
End-Semester Examination (ESE)	**19.04.2027**	**30.04.2027**	**02**

Dr. Satvir Singh
Director (Studies)
15th January 2026

ANNEXURE - III

Directory of Officers of the AIHM Chandigarh

S. No	NAME	DESIGNATION	E-mail ID	Ext. Telephone Line 01722604833
1.	Mr. Arvind Varma	Principal	arvind@ihmchandigarh.org	202
2.	Mrs. Shalini Sachdeva	H.O.D	shalini@ihmchandigarh.org	206
3.	Dr. Pratik Ghosh	H.O.D	pratik@ihmchandigarh.org	219
4.	Mrs. Baljeet Sandhu	H.O.D	baljeet@ihmchandigarh.org	207
5.	Mrs. Ishroop Kaur Sachdev	Sr. Lecturer	ishroop@ihmchandigarh.org	206
6.	Mr. Saurabh Rakheja	Sr. Lecturer	saurabh@ihmchandigarh.org	246
7.	Dr. Suyasha Gupta	Sr. Lecturer	suyashagupta@ihmchandigarh.org	236
8.	Dr. Ekta Bhatnagar Nayyar	Sr. Lecturer	ekta@ihmchandigarh.org	236
9.	Dr. Shilpi Bhatia	Sr. Lecturer	shilpibhatia@ihmchandigarh.org	232
10.	Mr. Sucharu Sharma	Sr. Lecturer	sucharusharma@ihmchandigarh.org	214
11.	Dr. Munish Ahlawat	Lecturer	munishahlawat@ihmchandigarh.org	216
12.	Mr. Amritanshu Dwivedi	Lecturer	amritanshudwivedi@ihmchandigarh.org	220
13.	Mr. Jaideep	Lecturer	jaideep@ihmchandigarh.org	234
14.	Mr. Pankaj Kandpal	Lecturer	pankajkandpal@ihmchandigarh.org	232
15.	Mr. Bhanu Sharma	Lecturer	bhanusharma@ihmchandigarh.org	224
16.	Mr. Gitanshu Kumar	Lecturer	gitanshukumar@ihmchandigarh.org	231
17.	Mr. Niraj Kumar	Lecturer	nirajkumar@ihmchandigarh.org	212
18.	Mr. Shashank Ujwal	Lecturer	shashankujwal@ihmchandigarh.org	215
19.	Mr. Aniket Trivedi	Assistant Lecturer	anikettrivedi@ihmchandigarh.org	225
20.	Ms. Swapnil	Assistant Lecturer	swapnil@ihmchandigarh.org	230
21.	Mr. Jawahar Singh Rithoriya	Assistant Lecturer	jawaharsingh@ihmchandigarh.org	233
22.	Dr. Naveen Chahal	Assistant Lecturer	drnaveenchahal@ihmchandigarh.org	237
23.	Mr. Sanjiv Kumar	Administrative-cum-Accounts Officer	aihm_chd@yahoo.com	204
24.	Mr. Ranjay kumar	Accountant	aihm_chd@yahoo.com	204
25.	Mr. Mohit Saxena	Librarian	aihm_chd@yahoo.com	211
26.	Ms. Preeti	Stenographer	aihm_chd@yahoo.com	201
27.	Mr. Jyoti Sharma	Office Superintendent	aihm_chd@yahoo.com	203
28.	Mr. Amit kumar	UDC (Cash)	aihm_chd@yahoo.com	204
29.	Mr. Jaspreet Singh	UDC(Academics)	aihm_chd@yahoo.com	203
30.	Mr. Vikash Yadav	LDC	aihm_chd@yahoo.com	203
31.	Mr. Narveer	LDC	aihm_chd@yahoo.com	200
32.	Mr. Nitesh	LDC	aihm_chd@yahoo.com	203
33.	Mr. Ashish Kumar	LDC	aihm_chd@yahoo.com	204
34.	Ms. Jasmeet Kaur	LDC	aihm_chd@yahoo.com	204
35.	Mr. Janardan Rai	Attendant	aihm_chd@yahoo.com	204
36.	Mr. Hukum Chand	Multi tasking staff	aihm_chd@yahoo.com	225

Annexure – IV

Monthly Remuneration received by faculty & Staff of AIHM, Chandigarh

Sl. No.	Name & Designation (Shri/Shrimati/Kumari)	Total (in Rs.)
1.	ARVIND VARMA, HOD GROUP - "A" PAY MATRIX LEVEL - 11	231392
2.	SHALINI SACHDEVA, HOD GROUP - "A" PAY MATRIX LEVEL - 11	153962
3.	DR. PRATIK GHOSH, HOD GROUP - "A" PAY MATRIX; LEVEL - 11	158412
4.	BALJEET SANDHU, SR. LECTURER GROUP - "A" PAY MATRIX LEVEL - 11	153962
5.	ISHROOP KAUR SACHDEV, SR. LECTURER GROUP - "A" PAY MATRIX LEVEL - 10	135984
6.	SAURABH RAKHEJA, SR. LECTURER GROUP - "A" PAY MATRIX LEVEL – 10	132246
7.	DR. SUYASHA GUPTA, SR. LECTURER GROUP - "A" PAY MATRIX LEVEL - 10	118006
8.	DR. EKTA BHATNAGAR NAYYAR, SR. LECTURER GROUP - "A" PAY MATRIX LEVEL – 10	116662
9.	SUCHARU SHARMA, LECTURER GROUP - "A" PAY MATRIX LEVEL - 10	114802
10.	DR. SHILPI BHATIA, SR. LECTURER GROUP - "A" PAY MATRIX LEVEL – 10	114802
11.	DR. MUNISH AHLAWAT, LECTURER GROUP - "B" PAY MATRIX LEVEL - 7	101100
12.	AMRITANSHU DWIVEDI, LECTURER GROUP - "B" PAY MATRIX LEVEL - 7	101100
13.	JAIDEEP, LECTURER GROUP - "B" PAY MATRIX LEVEL - 7	98252
14.	PANKAJ KANDPAL, LECTURER GROUP - "B" PAY MATRIX LEVEL - 7	92734
15.	GITANSHU KUMAR, LECTURER GROUP - "B" PAY MATRIX LEVEL - 7	92734
16.	BHANU SHARMA, LECTURER, GROUP - "B" PAY MATRIX LEVEL - 7	92734
17.	NIRAJ KUMAR, LECTURER GROUP - "B" PAY MATRIX LEVEL - 7	92734
18.	SHASHANK UJWAL, ASSTT. LECTURER, GROUP - "B" PAY MATRIX LEVEL - 7	85080
19.	ANIKET TRIVEDI, ASSTT. LECTURER, GROUP - "B" PAY MATRIX LEVEL - 6	73866
20.	SWAPNIL, ASSTT. LECTURER, GROUP - "B" PAY MATRIX LEVEL - 6	73866
21.	JAWAHAR SINGH RITHORIYA, ASSTT. LECTURER, GROUP - "B" PAY MATRIX LEVEL - 6	75886
22.	DR. NAVEEN CHAHAL, ASSTT. LECTURER, GROUP - "B" PAY MATRIX LEVEL - 6	73866
ADMINISTRATIVE STAFF		
23.	SANJIV KUMAR, ADMN. CUM ACCOUNTS OFFICER GROUP - "A" PAY MATRIX LEVEL - 10	156810
24.	RANJAY KUMAR, ACCOUNTANT GROUP - "B" PAY MATRIX LEVEL - 6	65886

25.	JYOTI SHARMA, OFFICE SUPERINTENDENT GROUP - "B" PAY MATRIX LEVEL - 6	62252
26.	MOHIT SAXENA, LIBRARIAN GROUP – "B" PAY MATRIX LEVEL - 6	69772
27.	AMIT KUMAR, UDC GROUP - "C" PAY MATRIX LEVEL - 4	52456
28.	JASPREET SINGH, UDC GROUP - "C" PAY MATRIX LEVEL – 4	45662
29.	PREETI, STENOGRAPHER GROUP - "C" PAY MATRIX LEVEL - 4	49612
30.	ASHISH KUMAR, LDC GROUP - "C" PAY MATRIX LEVEL - 2	37920
31.	NITESH, LDC GROUP - "C" PAY MATRIX LEVEL - 2	37920
32.	VIKASH YADAV, LDC GROUP - "C" PAY MATRIX LEVEL - 2	37920
33.	NARVEER, LDC GROUP - "C" PAY MATRIX LEVEL - 2	37920
34.	JASMEET KAUR, LDC GROUP - "C" PAY MATRIX LEVEL - 2	41294
35.	JANARDAN RAI, ATTENDANT GROUP - "C" PAY MATRIX LEVEL - 4	80274
36.	HUKUM CHAND, MULTI TASKING STAFF GROUP - "C" PAY MATRIX LEVEL - 1	35392

Annexure – V

Budget (particulars of all plans, proposed expenditures and Reports on disbursement made

DR. AMBEDKAR INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION
SECTOR - 42D, CHANDIGARH

FACE SHEET — **STATEMENT OF GRANT CALCULATIONS**

(AMOUNT ` / LAKHS)

S. NO.	PARTICULARS	APPROVED BUDGET ESTIMATES FOR THE YEAR 2025 - 2026	REVISED ESTIMATE FOR YEAR 2025 - 2026	BUDGET ESTIMATES FOR ENSUING YEAR 2026 - 2027	Reference
	CAPITAL				
01	a. Anticipated capital Expenditure	223.00	394.00	487.50	Schedule - I
	b. Anticipated Capital Receipts (C.F.A.)	160.00	268.00	445.00	Schedule - II
	c. Net Anticipated Capital Expenditure/ (Surplus)	**63.00**	**126.00**	**42.50**	
	REVENUE				
02	a. Anticipated Receipts/Grants (Section III)	1453.74	1289.38	1371.43	Schedule - III
	b. Anticipated Recurring Expenditure (Section II)	1288.00	1214.55	1292.00	Schedule - IV
	c. Net Recurring Expenditure/(Surplus) (a)-(b)	**165.74**	**74.83**	**79.43**	

Sanjiv Kumar

01. a. ANTICIPATED CAPITAL EXPENDITURE — ***Schedule - I***

S. NO.	PARTICULARS	APPROVED BUDGET ESTIMATES FOR THE YEAR 2025 - 2026	REVISED ESTIMATE FOR YEAR 2025 - 2026	BUDGET ESTIMATES FOR ENSUING YEAR 2026 - 2027	Reference
BUILDING					
01	a. Institute Building/Swerage Treatment	105.00	70.87	430.00	
	b. Addition Alteration & Renovation	60.00	31.50	25.00	
	c. Renovation of Boys & Girls Hostel	-	73.93	-	
	d. Replacement of Transformer	-	30.00	-	
	e. Executive Development Centre (EDC) including cost of land	5.00	60.00	5.00	
EQUIPMENTS					
02	a. For the Institute	10.00	90.20	10.00	
	b. For the Hostel	3.00	3.00	3.00	Annexure - I & II
	c. EDC	5.00	2.00	5.00	
FURNITURE, FIXTURES & FITTINGS					
03	a. For the Institute	3.00	4.00	3.00	
	b. For the Hostel	3.00	1.50	3.00	
	c. EDC	2.00	1.00	2.00	
04	LIBRARY	1.50	0.50	1.50	
05	VEHICLE	25.50	25.50	0.00	
	GRAND TOTAL	**223.00**	**394.00**	**487.50**	

Sanjiv Kumar

4 LIBRARY | 0.50 | Books (Hindi & English)

01. b. ANTICIPATED CAPITAL RECEIPT

Schedule - II

S. NO.	PARTICULARS	APPROVED BUDGET ESTIMATES FOR THE YEAR 2025 - 2026	REVISED ESTIMATE FOR YEAR 2025 - 2026	BUDGET ESTIMATES FOR ENSUING YEAR 2026 - 2027	Reference
BUILDING					
	Building				
	a. Institute Building/Swerage Treatment	100.00	70.87	420.00	
	b. Addition Alteration & Renovation	60.00	0.00	25.00	
	c. Renovation of Boys & Girls Hostel	0.00	73.93	0.00	
	d. Replacement of Transformer	0.00	0.00	0.00	
	e. Executive Development Centre (EDC) including cost of land	0.00	55.00	0.00	
01	**Equipment**	0.00	0.00	0.00	
	a. For the Institute	0.00	68.20	0.00	
	b. For the Hostel	0.00	0.00	0.00	
	c. EDC	0.00	0.00	0.00	
	FURNITURE, FIXTURES & FITTINGS	0.00	0.00	0.00	
	LIBRARY	0.00	0.00	0.00	
	VEHICLE	0.00	0.00	0.00	
	GRAND TOTAL	**160.00**	**268.00**	**445.00**	

Sanjiv Kumar

02. a. Anticipated Receipts

Schedule - III

S. NO.	PARTICULARS	APPROVED BUDGET ESTIMATES FOR THE YEAR 2025 - 2026	REVISED ESTIMATE FOR YEAR 2025 - 2026	BUDGET ESTIMATES FOR ENSUING YEAR 2026 - 2027	Reference
ACADEMIC RECEIPTS					
	Tuition Fee,Operational Fee and Training Food Fee	957.00	820.52	821.25	
	Magazine Fee	2.18	1.83	1.85	
	Registration Fee	6.39	4.70	5.35	
	Hostel Fee	124.20	106.53	119.02	
	Examination Fee	16.47	26.16	26.45	
01	Student's Medical Charges	10.21	8.11	8.32	Annexure - III & IV
	Students Activity Fee	12.61	10.53	10.72	
	Old Students Association	0.00	0.00	0.00	
	Lib Fee/Charges	4.77	3.98	4.02	
	DGR Course Fee	42.84	57.12	85.68	
	Sub Total	**1176.67**	**1039.48**	**1082.66**	

Sanjiv Kumar

S. NO.	PARTICULARS	APPROVED BUDGET ESTIMATES FOR THE YEAR 2025 - 2026	REVISED ESTIMATE FOR YEAR 2025 - 2026	BUDGET ESTIMATES FOR ENSUING YEAR 2026 - 2027	Reference
OTHER RECEIPTS					
02	Out Door Catering / Cafeteria Receipts	15.00	10.00	12.00	
	Seminar / Program / Consultancy Fee Received	1.50	1.50	1.50	
	Supply of Meal under Mid Day Meal Scheme	0.00	0.00	0.00	
	EDC Receipts	45.00	10.00	40.00	
	Prior Period Receipts (CBSP)	0.00	5.00	5.00	
	Sub Total	**61.50**	**26.50**	**58.50**	
INTEREST EARNED					
03	On Term Deposit with scheduled Banks	200.00	210.00	215.00	
	On Saving Accounts with scheduled banks	3.50	3.00	3.50	
Sub Total		**203.50**	**213.00**	**218.50**	

Sanjiv Kumar

S. NO.	PARTICULARS	APPROVED BUDGET ESTIMATES FOR THE YEAR 2025 - 2026	REVISED ESTIMATE FOR YEAR 2025 - 2026	BUDGET ESTIMATES FOR ENSUING YEAR 2026 - 2027	Reference
OTHER INCOME					
04	Sale of Chef caps, Log Books and Journals	0.12	0.10	0.12	
	Miscellaneous Receipts/Liquidated damages	2.50	2.50	2.50	
	Fine from students	4.80	4.80	5.00	
	Sale of scraps	1.50	1.00	1.50	
	Parking Fee of cycle, scooter etc.	0.15	0.00	0.15	
	Chandigarh Carnival/ Food Festival	3.00	2.00	2.50	
	Sale of hostel/other prospectus	0.00	0.00	0.00	
Sub Total		**12.07**	**10.40**	**11.77**	
Grand Total 2a (01 to 04)		**1453.74**	**1289.38**	**1371.43**	

Sanjiv Kumar

Annexure – VI

Outstanding Paras raised by the Internal Auditors from Ministry of Civil Aviation & Tourism, New Delhi For the year 2010-11 TO 2022-23

PERIOD OF LAR	PARA NO.	AUDIT OBSERVATION	ACTION TAKEN	REMARK
LAR 2010-12	Para 5	Non-reimbursement of advance of Rs. 22.55 lac a) Scrutiny of the records of the AIHM, Sector 42-D, Chandigarh revealed that the Institute made an advance for construction of building to CP Division NO. 1, Chandigarh. An Amount of Rs. 12,74,072.48/- was pending with engineering Department due to non receipt of final bill from the Engineering Department of Chandigarh Administration. The building for which the advance was given had completed and functional since 1996. More than a period of 16 years has been elapsed but no concrete efforts had been made by the Institute authorities to get this amount adjusted by the way of taking matter with the CP Division No. 1, Chandigarh. Reasons for non-adjustment of the said amount or getting the Utilization Certificate may be explained to audit.	a) A number of times, the Institute has informed/written to Engineering Department U.T. Chandigarh for submission of final bill. The details of letters sent are as under. 1. IHM/ADM/CONST/2K2/9980 DATED 22-01-2002 2. IHM/ADM/2K2/10288-89 DATED 07-03-2002 3. IHM/ADM/2K3/CONST/926-28 DATED 08-07-2003 4. IHM/ADM/2K8/1861 DATED 31-10-2008 5. IHM/ADM/2k11/4861-62 DATED 14-03-2011 6. IHM/ADM/2K15/2133-34, DATD 06-08-2015 7. IHM/ADM/2K15/3335 DATED 09-11-2015 8. IHM/ADM/2K17/1576 DATED 29-09-2017 9. IHM/ADM/2k19/814 DATED 11-07-2019 Construction of building was carried out by U.T Engineering Department in 1993-94 and despite our sincere effort we have not been able to obtain final bills from U.T. Engineering department. Accounts would also have been audited by the Audit Department and it is presumed that the fund given to U.T Engineering Department has been utilized for the purpose it was released. Therefore para to be dropped.	

PERIOD OF LAR	PARA NO.	AUDIT OBSERVATION	ACTION TAKEN	REMARK
LAR	Para	Undue favour to the agency resulted into excess payment / loss - Rs.3.54 lakhs. ***educational institution ordinarily carryout themselves but may obtain as outscored services*** ***from any other person, including services relating to admission to such institution, conduct of examination, catering for the students under any mid day meal scheme sponsored by the Government, or transportation of students , faculty or staff of such institution.***" Dr. Ambedkar Institute of Hotel Management Catering and Nutrition, Chandigarh has been set up (1991) by the Government of India as an educational Institution for imparting education in Hotel Management. The institution has outsourced security, housekeeping and other supporting services to M/s Punj Security and House Keeping Services Pvt. Limited Chandigarh after inviting open tenders. It was noticed in audit that as per the above notification though the institute was exempted fromthe payment of services tax with effect from 1st July 2012 on the services taken through outsource agencies yet the institute has been paying service tax on the payments made to the Outsourcing agencies. In view of the Service tax exemption order of the Government of India, the Institute should have taken necessary steps to stop the payment of service tax from July 2012 onwards. However, no such action has so far been taken and the institute has still been making the payment of service tax. This has resulted into avoidable payment of service tax which from July 2012 to January 2015 worked out to Rs. 33, 24,002 (as per details given in the annexure). In reply Management stated that payment service t ax to outsourced agency has been stopped with effect fromFebruary 2015. Action to recover/adjust the already paid service tax has also been intimated.	VAT/Service Tax to GST, there is no one in service Tax Department to look after the service tax matter for resolution. As there is no mechanism of refund of service tax due to new regime of GST and since there is no loss to govt. The same para has already been dropped by the Principal Account Office, MoT, Govt of India vide letter No PrAO/MCAT/IAW/IHM chd/198 dated 17.08.2023. Copies of returns and challan receipts of agencies have already shown to team of audit. In view of above, para may be dropped.	

PERIOD OF LAR	PARA NO.	AUDIT OBSERVATION	ACTION TAKEN	REMARK
2018-23	02	**Non refund of unspent balance of Grant-in-Aid to Govt. of India – Rs 4.32** The institute received a Grant-in-Aid amounting to Rs 1.20 crore from Government of India, Ministry of Tourism for capital works "Provision of Bar, Free and ACC environment for persons with disability in existing building of AIHM" and Renovation of Toilets/washrooms and granite flooring and waterproofing & tile work of open terrace of AIHM". During test check of record of Dr. Ambedkar Institute of Hotel Management, Chandigarh for capital was noticed that an amount of Rs 1.20 crore was transferred to CPWD, Chandigarh for capital work "Provision of Bar, Free and ACC environment for persons with disability in existing building of AIHM" and Renovation of Toilets/washrooms and granite flooring and waterproofing & tile work of open terrace of AIHM". The CPWD had completed the said works and final UCs had also been received by the institute. However, the balance amount of Rs 4.32 lakh out of total grant of Rs 1.20 crore had not been transferred to the Govt. of India till the end date of audit.	The institute have been following up the matter with the CPWD, Chandigarh to release unspent balance amount to this institute vide our following letter Nos :- 1. IHM/ADM/2k22/322 dated 28.04.2022. 2. IHM/ADM/2k22/735 dated 02.06.2022. 3. IHM/ADM/2k23/2886 dated 04.01.2023. 4. ADM/IHM/2k23/919 dated 13.06.2023. As and when unspent balance, final utilization certificate along with bills will be received, the same shall be communicated to the audit. Action completed as directed by MoT, Govt of India and UC alongwith refund of unspent amount will be submitted to Ministry shortly.	

<table>
<tr><th>PERIOD OF LAR</th><th>PARA NO.</th><th>AUDIT OBSERVATION</th><th>ACTION TAKEN</th><th>REMARK</th></tr>
<tr>
<td>2018-23</td>
<td>03</td>
<td>
Non investment of GPF/CPF contribution as per ministry of finance guidelines.

The department of Financial service, Ministry of Finance laid down guidelines (2015) for the pattern of investment to be followed by Non Government Provident Funds (GPF) Superannuation funds and Gratuity Funds from1 April 2015. According to this guidelines, the pattern of investment to be followed by these funds shall be as follows :-
<table>
<tr><th>Sl. No</th><th>Type of Investment</th><th>Percentage No</th></tr>
<tr><td>1.</td><td>Government security and Related investment</td><td>45-50%</td></tr>
<tr><td>2.</td><td>Debt Instrument and related investment</td><td>35-45%</td></tr>
<tr><td>3.</td><td>Short term debt instrument and related investment</td><td>Upto 5%</td></tr>
<tr><td>4.</td><td>Equities and related investment</td><td>5-15%</td></tr>
<tr><td>5.</td><td>Asset backed, Trust structured and Misc. investment</td><td>Upto 5%</td></tr>
</table>
Further, the pattern of investment also provided that regarding Debt instruments and related investment (point 2 above), an institute can deposit funds in Fixed Deposits Receipts (FDRs) issued by scheduled commercials banks.

During test check of record of Dr. Ambedkar Institute of Hotel Management, Chandigarh, it was observed that GPF/CPF contribution from the salary of their employees every month and invested the amount in FDRs of scheduled commercial banks, instead of investing these deductions in the instruments specified in the pattern of investment prescribed by MoF. Investment in bank FDRs earned lower rate of interest in comparison to interest paid to the employee of the institute. The interest loss to the institute is detailed as below :-
<table>
<tr><td>Interest Earned by investment in bank FDR during the period of five years from 2018-19 to 2022-23 (in lakh)</td><td>Interest paid to GPF/CPF to the employees during the period of five years from 2018-19 to 2022-23 (in Rs) 2018-19 to 2022-23 (in Rs lakh)</td><td>Interest Loss (In Rs Lakh)</td></tr>
<tr><td>36.50</td><td>44.04</td><td>7.50</td></tr>
</table>
Further, audit observed that the loss incurred due to less interest earned by investment in FDRs was recouped by the institute revenue which is meant to be utilized for administrative and day to day expenses of the institute.
</td>
<td>
The institute has approached Public sector bank SBI, Sector 37, Chandigarh branch for investment on the laid down pattern communicated by the team of audit. After due conversation, regular follow up and keeping the requirement of certain amount in due course of time to be released on retirement of employees, SBI has asked to submit the proposal for approval of members of trustees & chairman Board of Governors. Recently, SBI has submitted their investment proposal. The matter was presented for approval of BoG in 56th meeting vide agenda no. 56.13. Minutes approved in forthcoming meeting BoG has suggested that to invest in FDRs only and not in the market to avoid risks.

In view of above, para may be dropped.
</td>
<td></td>
</tr>
</table>

PERIOD OF LAR	PARA NO.	AUDIT OBSERVATION	ACTION TAKEN	REMARK
2018-23	04	**Outstanding Utilization Certificate of Rs 88.92 Lakh** Institute of Hotel Management had deposited Rs 88.92 Lakh to Chandigarh Industrial and Tourism Development Corporation Limited for the work "furnishing of Executive Development Centre and its kitchens". During test check of record of Dr. Ambedkar Institute of Hotel Management, Chandigarh, it was noticed that the said work was completed by the CITCO ltd. on 28.07.2020. However, completion certificate, final bill and Utilization Certificate in respect of the above work had not been deposited by executing agency till the end date of audit, in absence of which it cannot be ascertained whether amount released for the above work has been completely utilized or not. Due to this, deposit account remained unsettled to the extent of Rs 88.92 lakh.	Against deposited Rs 88,92,000/-, final utilization certificate of Rs 79,70,185/- has been received from Chandigarh Industrial and Tourism Development Corporation Limited (copies attached). Unspent balance i.e. Rs 9,21,815/- has also been refunded (copies attached). In view of above, para may be dropped.	

*** Internal Audit of Ministry of Civil Aviation & Tourism conducted upto 2025-26***

Annexure – VII

Frequently Asked Questions (FAQs)

A. Institute Related FAQs

1. **Who can apply for hotel management courses?**
   The programmes are open for students of all streams i.e. Arts/Commerce / Sciences/ Others. With English as a compulsory subject.

2. **How much percentage is needed for Management?**
   Minimum of 50% marks in 10+2 with English as compulsory subject, from a recognized educational board. (Students of all streams can apply)

3. **How many courses are offered by the Institute?**
   We offer two courses – BSc. in HHA (3year degree) and Diploma in Food Production (1.5 years).

4. **Where is the Institute located?**
   It is situated in one of the prime Location of **Sector 42 D, Chandigarh – 160 036**.

5. **What is the Admission Process for foreign students?**
   The student from foreign origin can apply for admission after qualifying The National Council for Hotel Management and Catering Technology Joint Entrance Exam (NCHMCT JEE).

6. **What are the age criteria for applying for the course?**
   The upper age limit for applying is 25 years (GEN, OBC, EWS). For category SC, ST & physical challenged upper age limit is 28 years as per central govt. guidelines/No Age Bar with effect from 1 July 2023*

7. **Does Institute have a hostel facility for B.Sc. students?**
   Yes, there is hostel facility for both boys (180 seats) & girls (80 seats).

8. **What is the duration of Industrial Training?**
   The duration for the industrial training differs in both the courses: BSc. in HHA – 17 weeks training; Diploma in Food Production – 6 months

9. **Is there a separate course for vegetarian students?**
   There is NO Separate course, however there is a provision to choose Vegetarian option for cooking practical in BSc. HHA (3 year degree programme)

10. What is the No. of seats available in BSc. HHA (3 year degree programme) & Diploma in Food Production (1.5 year course)?

There are 300 seats available in the BSc. HHA programme and the reservation policy is followed accordance to the policy laid down by Central Govt. There are 80 seats available in Diploma in Food Production and the reservation policy is followed accordance to the policy laid down by Central Govt.

11. What are the other facilities available in the institute?

There are many facilities available in the institute:

- Well-equipped labs for all the practical classes
- Hostel facilities
- Parking facilities (For students)
- Medical facilities
- Photo copy facilities

12. Who are your top recruiters?

Our top recruiters are reputed hotel chains, QSR's & Retail Chains like Taj, Oberoi, Marriott, Hyatt, McDonalds, Dominos, Reliance, Aditya Birla. etc. *

13. What kind of job opportunities are there after completion of degree from Dr. Ambedkar Institute of Hotel Management Catering & Nutrition (IHM), Sector 42 D, Chandigarh?

Global growth and development of tourism has opened up innumerable openings. As a result, the graduating students in Hotels can look forward to career opportunities as; Indian Navy Hospitality services, Hospital and Institutional Catering, Cabin crew in airlines, Flight kitchen, faculty in hotel management colleges, Guest/Customer Relation Executive in Hotel Shipping and Self- employment through entrepreneurship.

14. What are careers in Hospitality & Tourism?

Global growth and development of tourism has opened up innumerable openings. As a result, the graduating students in Hotel & Tourism can look forward to career opportunities as

- Airline Ticketing & Reservations;
- Faculty in Hotel Management/Food Craft Institutes/ Tourism Institutes/ University Departments;
- Flight Kitchens and on-board flight services;
- Guest/Customer Relation Executive in Hotel and other Service Sectors;
- Hospital and Institutional Catering;
- Hospitality Marketing & Sales in Hotel & Travel Firms
- Indian Navy Hospitality services;
- Kitchen Management/ Housekeeping Management positions in hotels after initial stint as trainee;
- Railways hospitality and catering services;
- Self-employment through entrepreneurship

- Shipping and Cruise lines;
- State Tourism Development Corporations;
- Tour Operations & Travel Agencies
- Tour Escorts Domestic & International

15. **What Procedure is followed for the recruitment of faculty and staff?**
    The institute follows the Recruitments rules of central Institutes of Hotel Management (CIHM) set up as Autonomous Body under the Ministry of Tourism and the revision/amendments issued from time to time.

16. **What measures are taken to create awareness for curbing the menace of ragging?**
    The Institute has taken adequate measures against ragging as per Clause (e) of Regulations 6.4 of the UGC Regulations. Also, Anti-ragging committees are formed to monitor the implementation of the set guidelines.

17. **Which service rule is applicable for the faculty and staff?**
    The Central Civil Services (Conduct) Rules, 1964 are applicable for the faculty and staff.

18. **What is the statuary status of the Institute?**
    The Institute is an Autonomous Body under the aegis of Ministry of Tourism, Govt. of India.

19. **Provide information about the Institute affiliation.**
    The B.Sc. H&HA is offered in a collaborative mode jointly by NCHM and IGNOU since 2002. The DFP is offered by NCHM which awards Diplomas.

B. RTI Related FAQs

Q.1. What is Information?
Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2. What is a Public Authority?
A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?
A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5. What is the Fee for the BPL applicant for Seeking Information?
If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q.6. Is there any specific Format of Application?
There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7. Is it required to give any reason for seeking information?
The information seeker is not required to give reasons for seeking information.

Q.8. Is there any provision for exemption from Disclosure of Information?
Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

Q.9. Is there any assistance available to the Applicant for filing RTI application?
If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10. What is the Time Period for Supply of Information?
In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.11. Is there any provision of Appeal under the RTI Act?
If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received.

The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.12. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.14. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.15. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.16. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.

Annexure – VIII

APPLICATION FORMAT
FOR INFORMATION UNDER RTI ACT 2005

To

Central Public Information Officer
Dr. Ambedkar Institute of Hotel Management
Catering & Nutrition,
Sector 42-D,
Chandigarh-160036

1. Full Name of the Applicant (in capital letters)

   _____

2. Father's /Husband Name (in capital letters) -

   _____

3. Complete address

   _____

3. Telephone No. Office_____Res.
   _____**Mobile** _____

4. Whether belong to BPL category (if yes, please attach a copy of the BPL/Antyodaya ration card (please tick) Yes____No_____to claim waiver of the application fee)

5. Details of Application Fee/Addl. Fee:- (Application Fee – Rs. 10/-., Addl. Fee - @ Rs.2/- per page for A-4 Size paper created or copied, by cash, DD/BC/IPO to be drawn in favour of Principal Dr. Ambedkar Institute of Hotel Management Payable at Chandigarh)

Cash Receipt/D D/Ba nkers Cheque / IPO No.	Date	Name of the issuing Bank/Authority	Amount (Rs.)

6. Particulars of information required (please enclose separate sheet, if required, indicating specific detail of information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.)

   _____
   _____
   _____
   _____

DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8 & 9 ofthe RTI Act and to the best of my knowledge it pertains to your office.

Place:_____
Date: _____

Annexure – IX

"RTI- HOW TO APPLY FOR INFORMATION UNDER RTI ACT, 2005"

1. Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the **Central Public Information Officer,** preferably in the **application format,** in writing or through electronic means.

2. Application Fee

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favour of Principal, Dr. Ambedkar Institute of Hotel Management payable at Chandigarh. At present the application fee, which is subject to change from time to time, is as under: -

Application fee: Rs. 10/- (Rupees ten only)

Mode of payment: By cash against proper receipt or by demand draft/banker's cheque/Indian Postal Order drawn in favour of Principal, Dr. Ambedkar Institute of Hotel Management payable at Chandigarh.

Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

3. Additional Fee

In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance to directives given in the abovementioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

a.	For each page (in A-4 or A-3 size paper) created or copied.	Rs. 2/- per page
b.	For a copy in larger size paper	Actual charge or cost price
c.	For samples or models	Actual cost or price
d.	For inspection of records	No fee for the first hour; Rs. 5/hr. thereafter

Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates:-

a.	For information provided in diskette of floppy	Rs. 50/- (Rupees fifty only) per diskette or floppy
b.	For information provided in printed form	At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication

The mode of payment of above mentioned additional fees shall be the same as application fee.

4. Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section

(3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the ministerial Appellate **Authority.**