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Form offer of appointment

REGISTERED AD

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION. *Chandigarh.*

No. _____

Date: _____

Dear Sir/Madam,

With reference to your application dated _____ the interview for which you appeared on _____, I have been authorised to offer you on behalf of the Institute of Hotel Management, Catering Technology & Applied Nutrition () Society, a post of _____ at the Institute.

The terms and conditions of this appointment will be as follows:

- i) Pay: Rs. _____ per month in the pay scale of _____.
- ii) Allowances, leave, and other terms and conditions:
These will be as laid down in the 'Staff Regulations' of the Society, The allowances etc. are comparable to those attached to similar posts under the Central Government.
- iii) Nature of appointment: The appointment will be on probation for a period of 12 months in the manner laid down in the Staff Regulations aforesaid.
- iv) Notice of Termination: During the period of probation, the appointment may be terminated at any time by one months notice given by either side, viz: yourself or the Society without assigning any reasons. After your appointment is confirmed, the appointment may be terminated at any time by three months' notice given by either side without assigning any reasons. The Society, however, reserves the right of terminating your services forthwith or before the expiry of the stipulated period of notice by making payment to you of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

Confidential
8-11-92
Madhesh Prasad
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Addressed

Superintendent
2/11/92

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v) You will be required to produce within one month of appointment a Medical Certificate of fitness at your own cost from a Medical Practitioner or authority nominated by the Society.

vi) Place of duty: Your place of duty will be at the Institute of Hotel Management, Catering Technology & Applied Nutrition or such other place as the Board of Governors of the Institute may decide.

- vii) Documents to be produced: The following original certificates should be produced for inspection and return:-
- a) Degrees, Diplomas or Certificates of Educational and other Technical qualifications
 - b) the Matriculation Certificate or other acceptable proof of your date of birth; and
 - c) a Character Certificate from a Gazetted Officer of the Government of India.

If any declaration given or information furnished by you proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to removal from service and such other action as may be deemed necessary.

If you accept the offer on the above terms, you should communicate your acceptance to the undersigned by . If no reply is received by the prescribed date, this offer will be treated as cancelled.

No travelling allowance shall be allowed for joining the appointment.

Please acknowledge receipt of this letter.

Yours faithfully,

for and on behalf of the
Institute of Hotel Management,
Catering Technology & Applied
Nutrition (Chandigarh) Society.

[Signature]
Supervisor
Institute of Hotel Management
& Applied Nutrition
U.T. Chandigarh

Completed
[Signature]
8-1-97
[Signature]

The following original certificates should be produced for inspection and return:-

- a) Degrees, Diplomas or Certificates of Educational and other Technical qualifications

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INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION:
Chandigarh-2

MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be the Institute of
"Hotel Management Catering and Nutrition (CHANDIGARH)
Society."
2. The registered office of the Society shall be situated
at Chandigarh.
3. The objects for which the Society is established are:-
 - i) to establish and to carry on the administration
and management of the Institute of Hotel Management
Catering and Nutrition hereinafter called the
'Institute' whose function shall be :-
 - a) to provide instruction and training in all the
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 feeding programmes in schools,
industrial establishment and similar organisations;
 - ii) to impart instruction and training in modern and
scientific techniques of management of modern
hotels and hostels;
 - b) to undertake and to associate itself with nutritional
extension and developmental work;
 - c) to propose economy in the handling and
utilisation of foodstuffs;
 - d) to assist in and associate itself with the
efforts of the Central and State Governments
to popularise wholesome non-cereal foods,
particularly protective foods, with a view to the
diversification of the ordinary Indian diet and
the enrichment of its nutritional content;

Approved
Superintendent (119)
of Firms & Societies

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- e) to assist in and associate itself with the attempts of food research institutions, food scientists 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 ;
- f) In accordance with the general policy laid down by the Central Government, to prescribe courses of instructions, hold examinations and grant certificates, diplomas and other awards to persons.
- g) to fix and demand such fees and other charges as may be laid down in the bye-laws;
- h) to establish, maintain and manage halls and hostels for the residence of students and members of the staff;
- i) 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;
- j) 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.
- k) to institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws and
- l) Within the broad framework of the policy laid down by 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.

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Manish Choudhary
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Superintendent
of Firms & Societies
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- to make rules and bye-laws for the conduct of the affairs of the Institute and Society and to add to, amend, vary or rescind them from time to time;
- iii) 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 dependants; subject to orders/instructions issued by the Central Government in this regard from time to time.
 - iv) 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 of the wives, children or other relatives or dependants of such persons;
 - v) 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;
 - vi) 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;
 - vii) 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;
 - viii) 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.

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of Firms & Societies
N.T. Chandigarh
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- ix) 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;
- x) 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;
- xi) To maintain a fund to which shall be credited
 - a) all moneys provided by the Central Government;
 - b) all fees and other charges received by the Society;
 - c) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and;
 - d) all moneys received by the Society in any other manner or from any other sources;
- xii) to deposit all moneys credited to the Fund in such banks or to invest them in such manner as the society may, with the approval of the Central Government decides;
- xiii) 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 deeds as may be necessary;
- xiv) 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;
- xv) 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.

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W.K.S.
8/1/99

Attended

Supervisor

Asst. Secy
of Societies

Institute of Hotel Management Catering & Nutrition,
Chandigarh.

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Name of the nominated members

Signature

1. Mrs. Renu Sahani Dhar,
Additional Director General
(Tourism),
Department of Tourism,
Government of India.
New Delhi.

R. Dhar

2. Shri R.N. Dash,
Director Finance,
I.F. Division,
Ministry of Tourism,
New Delhi.

R. Dash

3. Mrs. S. Gupta,
Director (Studies),
National Council of Hotel
Management, Catering & Technology,
Pusa, New Delhi.

S. Gupta
27/7/90

4. Shri P.I. Kaul
O.S.D./Secretary,
Institute of Hotel Management
Catering & Nutrition, Sector 32A
Chandigarh.

P. Kaul

*Contd
P.I. Kaul
27/7/90
Sr. Clerk*

Attested

[Signature]
Superintendent
of Firms & Societies
Chandigarh
27/7/90

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- have the accounts of the Society audited in such manner as the Central Government may direct and to forward annually to the Central Government the accounts duly certified by the auditors together with the audit report thereon:
- xvii) to constitute such committees or sub-committees as it may deem fit;
 - xviii) to delegate all or any of its powers to the Board of Governors of the Institute or to the Executive Committee or to any of the Committees or sub-committees constituted by the Society or the Board, or to any one or more members of its bodies or its officers;
 - xix) to do all such lawful acts, deeds or things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.

4. No immovable property of the Society shall be disposed of in any manner whatsoever without the approval of the Central Government.

5. The Central Government may issue such instructions to the Society or the Institute as it may consider necessary from time to time for the furtherance of the objects of the Society and for ensuring proper functioning and control of the Institute and the Society shall comply with such instructions.

6. The Central Government may appoint one or more persons to review the work and progress of the Society or Institute and to hold enquiries into the affairs thereof and to report thereon, in such manner as the Central Government may stipulate. Upon receipt of any such report, the Central Government may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Society or Institute, as the case may be bound to comply with such directions.

7. The income and property of the Society, however, derived, shall be applied towards the promotion of the objects as

Approved
(Signature)
set
forth

set forth in this Memorandum of Association subject

6/-

(Signature)
2/11/47
Registrar of Firms & Societies
Chandigarh

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nevertheless in respect of the grants made by the Central Government may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever, by way of profit to the person who at any time and or have been members of the Society or to any of them or to any persons claiming through them or any of them or to that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or any persons in return for any service rendered to the Society or for travelling allowance, halting, or other similar charges.

8. The names and addresses and occupations of the first members of the Governing Body of the Society (referred to in the rules and bye-laws as the Board of Governors) to which by rules and bye-laws of the Society, the management of its affairs is entrusted are:

1. Shri _____
2. Shri _____
3.
4.

M/W
 Chairman
 Administrative
 Union Territory
 CHANDIGARH

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association, and set our several and respective hands hereunto and form ourselves into a Society under Act XXI of 1860.

ampd
8-1-97
Munesh Chandel
8/1/97

Attested

Superintendent
 Registrar of Firms & Societies
 Chandigarh
2/1/97

Sl. NO.	Names & addresses and occupation of members.	Signature of Members	Names & addresses and occupations of witnesses.	Signature of Witness.
1.	<i>Tajinder Kaur</i> I.A.S. Finance Secretary U.T. Chand.	<i>Tajinder Kaur</i>	<i>C. M. Bhanu</i> 37-C, d. 798 Chd. Govt. Employee	<i>C. M. Bhanu</i>
2.	<i>Mr. R.N. Prasher</i> I.A.S. Home Secretary	<i>R.N. Prasher</i>		
3.		<i>[Signature]</i>		