

"RULES AND REGULATIONS"
Institute of Hotel Management
catering and nutrition
(Chandigarh) SOCIETY

RULES & REGULATIONS -10-

108

RULES AND REGULATIONS OF THE INSTITUTE OF HOTEL MANAGEMENT
CATERING & NUTRITION (Chandigarh) SOCIETY.

SHORT TITLE: 1. These Rules and Regulations may be called
"Rules and Regulations of the Institute of
Hotel Management Catering & Nutrition
(Chandigarh) Society".

DEFINITION . 2. In these rules -

- a) 'Society' means the Institute of Hotel Management, Catering & Nutrition (Chandigarh) Society ;
- b) 'Institute' means the Institute of Hotel Management, Catering & Nutrition, Chandigarh)
- c) 'Central Government' means Ministry of Tourism or Department in the Central Government dealing with the subject.
- d) 'Chairman' means, except where the context otherwise requires, the Chairman of the Society;
- e) 'Principal' means the Principal of the Institute of Hotel Management Catering & Nutrition, Chandigarh . In these Rules and Regulations, the 'Principal' shall also mean Secretary of the Society, Wherever the context so requires.
- f) State Government means the Government of

REGISTERED OFFICE 3. The office of the Society shall be situated at the Chandigarh or any city or town in the State of Chandigarh where to it may be removed pursuant to a resolution passed in that behalf by the Board of Governors of the Society.

Compared
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Noted
Sr Clerk

Attested

Superintendent

for Registrar of Firms & Societies
Chandigarh

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MEMBERSHIP.

4. (i) The Society shall consist of the following members:-
- a) A Chairman nominated by the Central Government
 - b) Three representatives of the State Government of Chandigarh Administration, one being the Director of Technical Education and Training, Government of Chandigarh Administration ex-officio or if there be no such person the officer who is for time being, the administrative head of the department which is in charge of technical education, whether in addition to other functions or otherwise.
 - c) Four representatives of the Central Government, One of them being FA to the Department of Tourism or his nominee.
 - d) An expert on catering technology to be nominated by the Central Government.
 - e) Two persons from the Hotel Industry to be nominated by the Central Government.
 - f) The Principal of the Institute, Ex-officio.
- ii) The Central Government may at any time appoint any other person to be a member of the Society.
5. The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his name, designation, occupation and address. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
6. If a member of the Society shall change his address, he shall notify his new address to the Principal; but if he fails to notify his address, the address in the roll of members shall be deemed to be his address.

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Witnessed

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Ministry of Firms & Societies
Chandigarh

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and any member of the Society other than the Chairman, the Expert in Catering Technology nominated by the Central Government and the Principal, Institute of Hotel Management, Catering & Nutrition of Hotel Management, Catering & Nutrition, Chandigarh be unable to attend a meeting of the Society, he may appointed an unauthorised representative as proxy to take his place at that meeting of the Society and such representative shall have all the rights and privileges of a member of the Society including the right to vote for that meeting.

TENURE OF MEMBERS.

8. i) When a person becomes member of the society by reason of the Society by reason of the office he holds his membership shall terminate when he ceases to hold that office.
- ii) A member of the Society nominated by the Central Government or by the State Government shall continue to be a member during the pleasure of the Central Government or the State Government, as the case may be.
- iii) The tenure of every person nominated by the Central Government under Rule 4(i) (a) and (c) and Rule (IV) shall ordinarily be 3 years unless terminated earlier under rule 8 (ii).

CESSATION OF MEMBERSHIP.

9. A member of the Society shall cease to be a member of the Society if he dies, resigns, becomes of unsound mind, be adjudged or adjudicated as insolvent or be convicted of a criminal offence involving normal turpitude if he is removed from the membership of the Society or if he (other than the Principal) accepts a full-time appointment in the Institute, or if he does not attend three consecutive meetings of the Society without leave of the Chairman.

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Compared
8-1-97
Nareem Ahmed
Sr. Clerk

Attested

Superintendent 27/1/97
of Firms & Societies
Chandigarh

for

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MEMBERSHIP.
RESIGNATIONS. 10.

1) The Chairman may resign his letter addressed to the Centre and his resignation shall take effect from the date it is accepted by the Government.

ii) A member may resign office by a letter addressed to the Chairman under intimation to the authority by whom he was nominated and such resignation shall take effect from the date it is accepted by the Chairman.

VACANCIES

11. The Society shall function, notwithstanding any defect in the appointment or nomination of any of its members; and no act or proceeding of the Society shall be invalid merely by reason of the existence of a vacancy therein or if any defect in the appointment or nomination of its members.

MEETING OF
THE SOCIETY

12. i) The Society shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than four members proposed to be called. Provided further that the annual general meeting of the Society shall be held at least once in every year as required under the Societies Registration Act, 18

ii) For every meeting of the Society fifteen days' notice shall be given provided that the Chairman may, for reason to be recorded, call a special meeting on such notice as he may deem fit.

iii) Five members of the Society including a representative authorised under Rule shall constitute a quorum at any meeting.

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- (iv) In case of difference of opinion amongst the Members, the opinion of the majority shall prevail provided that in the event of disagreement by the Central Government representative representing Ministry of Finance on any financial matter, the same would be referred to the Ministry of Tourism & Civil Aviation and the Finance Ministry for a decision.
- v) Each member of the Society, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Society the Chairman or member presiding shall have an additional or casting vote.
- vi) All the meetings of the Board of Governors shall be deemed to be meeting of the Society.
- vii) Every meeting of the Society shall be presided over by the Chairman and in his absence, by a member chosen by the members present to preside on the occasion.
- viii) Any business which it may be necessary for the Society to perform, except such as may be placed before its meetings may be carried out by circulation so circulation among all its members in India and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Society; provided that at least four members of the Society have recorded their views on the resolution.

1.
BOARD OF
GOVERNORS
COMPOSITION,
POWERS.
MEETINGS
ETC.

13. The general superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the hereinafter called the Board.
14. The members of the Board shall be the same as the Members of the Society.
15. Should any Member of the Board (other than the Chairman, the Expert on Catering Technology nominated by the Central Govt.

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*Comptroller
8/9/97
Narendra Chandel
Sr. Clerk*

*Abhishek
Superintendent*
for Registrar of Firms & Societies
Chandigarh
29-1-97

and the Principal of the Institute of Hotel Management Catering & Nutrition, New Delhi be unable to attend meeting of the Board, he may appoint an authorised representative as a proxy to take his place at the meeting of the Board and such representative shall have all the rights and privileges of a Member of the Board including the right to vote for that meeting only.

16. The Board shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceeding of the Board shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.
17. i) Within the broad framework of policy laid down by the Central Government or instructions/orders issued by them from time to time the Board may frame/ amend their by-laws to provide for all or any of the following matters :-
- a) the formation of Department of teaching;
 - b) the fees to be charged for courses or study in the Institute and for admission to the examinations for conferment of the awards;
 - c) the institution of fellowships, scholarships, exhibitions, laons, prizes and medals,
 - d) the creation and classification of posts, the methods of appointment and determination of the terms and conditions of services of teaching and other staff of the Institute subject to prior approval of the Central Government in all such matters.
 - e) the constitution of pension and provident funds for the benefit of the officers, teachers and other staff of the Institute;
 - f) the establishment and maintenance of halls and hostels;
 - g) the conditions of residence of students of the Institute and the levying of fees for residence in the halls and hostels and of other charges;
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Chandigarh

... matters of relevance and importance in the
administration of education institutions.

The Board may, by resolution, appoint such committees
for such purposes and with such powers as the Board may
think fit. The Board may co-opt such persons to these
committees as it considers suitable, either from amongst
the Members of the Board of Governors or outsiders.

- 11) The Board may, by resolution, delegate to a Committee
or the Chairman such of its powers for the conduct of
its business as it may deem fit, subject to the condition
that action taken by any committee or the Chairman under
the powers delegated to them by this rule shall be
reported for confirmation at the next meeting of the
Board.

- 12) The Board may pass such resolutions as it may deem
fit on the annual report the annual accounts and the
financial estimate.

13. 1) Ordinarily, the Board shall meet once in every six
months and fifteen days' notice shall be given of each
such meeting and a copy of the proceedings of such
meeting shall be furnished to the Central Government
as soon as possible after the meeting; provided that the
Chairman may, whenever he thinks fit, and shall on
the written requisition of not less than two members,
call a special meeting.

- ii) Five members of the Board, including any representative
authorised under Rule 13 shall constitute a quorum at
any meeting of the Board.

- iii) In case of difference of opinion amongs the Members, the
opinion of the majority shall prevail provided that in
the event of disagreement by the Central Government
representative representing Ministry of Finance on any
Financial matter, the same would be referred to the
Ministry for Tourism and Civil Aviation and the
Finance Ministry for a decision.

Confirmed
8-1-97
M. S. Chandra
S. Chandra

Witnessed
Superintendent

of Firms & Societies
Chandigarh
27/1/97

- iv) Each member of the Board, including the Chairman, shall have one vote, and if there shall be an equality of votes on any question to be determined by the Board, the Chairman or member presiding shall have an additional or casting vote.
- v) Every meeting of the Board shall be presided over by the Chairman and, in his absence, by a member chosen by the members present to preside on the occasion.
- vi) Any business which it may be necessary for the Board to perform except such as may be placed before its meetings, may be carried out by circulation among all its members in India and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Board, Provided that at least five members of the Board have recorded their views on the resolution.

EXECUTIVE COMMITTEE
COMPOSITION
POWERS
MEETING ETC.

19. i) Out of the members of the Board of Governors the following shall constitute an Executive Committee:-
- a) The Director of Technical Education, or if there be no such person the officer who is for the time being the administrative head of the department which is in charge of technical education, whether in addition to other functions or otherwise.
 - b) Two of the representatives of the Central Government to be specified by the Central Government, One of the representatives to be specified as convener of the Executive Committee.
 - c) The expert nominated by the Central Government to the Board of Governors, and
 - e) The Principal of the Institute.
20. It shall be the duty of the Executive Committee to see that the decisions taken by the Board of Governors are implemented.
21. The Executive Committee shall exercise all or any of the powers and functions of the Board of Governors, subject to the general superintendence, direction and control of the Board.

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Superintendent of Firms & Societies

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Superintendent of Firms & Societies
Chandigarh
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Executive Committee shall function, notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members; and no act or proceedings of the Executive Committee shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

- i) The Executive Committee shall meet as often as necessary and atleast once in three months, and 10 days' notice shall be given of each such meeting, and a copy of the proceedings of such meeting shall be furnished to the Board of Governors and to the Central Government as soon as possible after the meeting PROVIDED that the convenor may, whenever he thinks fit, and shall on the written requisition of not less than two members, call a special meeting.
- ii) The meeting of the Executive Committee shall be presided over by a Member elected to preside over that meeting. If there is any difference of opinion with regard to the Chairman, the meeting shall be presided over by the Convenor of the Executive Committee or in his absence by one of the other representatives of the Central Government.
- iii) Three members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.
- iv) In case of difference of opinion amongst the Members, the opinion of the majority shall prevail provided that in the event of disagreement by the Central Government representative representing Ministry of Finance on any financial matter, the same would be referred to the Ministry of Tourism & Civil Aviation and the Finance Ministry for a decision.
- v) Each member of the Executive Committee including the Chairman elected for the meeting shall have one vote, and if shall be an equality of votes on any question to be determined by the Committee the Chairman elected for the meeting shall have an additional or casting vote.

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New Delhi
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Attested.

Superintendent

Ministry of Tourism & Societies
Chandigarh

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- vi) Any business which it may be necessary for the Executive Committee to perform, except such as may be carried out by circulation among all its members in India and resolutions so circulated and approved by the majority of the members signing shall be as effectual and binding as if such resolution had been passed in a meeting of the Committee; PROVIDED that at least ~~three~~ *three* members of the Committee have recorded their views on the resolution.

PRINCIPAL 24

- i) The Board shall, with the prior approval of the Central Government appoint the Principal of the Institute.
- ii) The Principal shall be the Principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and the maintenance of discipline. All other staff of the Institute shall be subordinate to the Principal.
- iii) The Principal shall be the custodian of records, the funds of the Institute and such other property of the Institute as the Board may commit to his charge.
- iv) The Principal shall act as Secretary of the Society, the Board, the Executive Committee and other Committees of the Society or the Board. He shall discharge all functions of the Secretary as provided in the Registration Act.
- v) The Principal shall have such other powers and shall perform such other duties as may be delegated to him by the Board.
- vi) The Principal shall have the power to delegate his powers to any of his subordinates with the approval of the Board.

Amended
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Superintendent

for Registrar of Firms & Societies

U.T. Chandigarh

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✓ vii) In the event of the occurrence of any vacancy in the office of the Principal or if the principal is unable to discharge his functions owing to absence, illness or any other cause, it shall be open to the Board to authorise any person to exercise such powers, functions, and duties of the Principal as the Board may deem fit.

ACCOUNTS,
AUDIT AND
REPORTS

25. Within six months of the closing of the previous financial year the Society shall submit to the Central Government for their approval Budget Estimates for the ensuing year, Alongwith a report on the working of the Institute and an audit statement of accounts showing the income and expenditure of the previous year, provided that the Budget Estimates for the first year will be submitted in accordance with such directions as the Central Government may issue in this respect.

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NAME OF THE
SECRETARY

26. For the purpose of Section 6 of the Societies Registration Act, 1860 (XXI of 1860), the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

27. All contracts for and on behalf of the Society shall be executed by the Principal of the Institute if the value of the contract is Rs. 10,000 or less and the Principal of the Institute and the convenor of the Executive Committee if the value of the contract exceeds Rs. 10,000/-. The Board may also authorise any person to enter into contracts on behalf of the Society subject to such restrictions and conditions as the Board may impose.

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Approved
8/1/97
Harish Chandra
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Attested

Superintendent
for Registrar of Societies
Chandigarh
27/1/97

ALTERATION ETC. OF
PURPOSES AND OF
RULES.

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28. i) Subject to the Prior approval of the Central Government the Society may alter, extend or abridge any purpose for which it is established provided it carries out the procedure prescribed in that behalf by Act XXI of 1860.

ii) These Rules may be altered with the consent of the Central Govt. at any time by a resolution passed by a majority of two-thirds of the members present at any meeting of the Society which shall have been duly convened for the purpose.

29. The Society may be dissolved in accordance with the provisions of Sections 13 and 14 of the Societies Registration Act (21 of 1860) after obtaining the previous consent of the Central Government.

30. If on the winding up or the dissolution of the Societies there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to any of its Members or distributed amongst them, but subject to provisions of section 14 of the Act shall be disposed off as the Central Government may determine.

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Superintendent
of Firms & Societies
T. Chandigarh

(Mrs. Tejinder Kaur)

(R.N. PRASHER)

(Mr. S.V. Haindri)

Witness

Institute of Hotel Management
catering and nutrition
Chandigarh

SOCIETY ,BYE-LAWS

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION Chandigarh
SOCIETY, BYE-LAWS.

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BYE-LAWS
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8-1-97
None for Change
E. S. Chell*

Advised
27/1/97
Superintendent
for Registrar of Clubs & Societies
Chandigarh
27/1/97

THE INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION SOCIETY, Chandigarh

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N.B.: The procedures prescribed and powers delegated in these by-laws should be read with the obligations cast on the Society vis-à-vis the Central Government in its Memorandum of Understanding as well as in any instructions or directives issued by the Central Government to the Society.

Definitions. In these bye-laws, except where the context indicates otherwise,

- (i) the expressions 'society', 'Board', 'Executive Committee', 'Secretary', 'Institute' and 'Central Government' shall have the meanings assigned to them in the memorandum and/or the rules of the Institute of Hotel Management Catering & Nutrition (India) Society; and

- (ii) 'financial year' shall mean the financial year followed by the Central Government.

1. Bye-laws relating to financial, budgetary and accounts matters.

Budget procedure. (1) The budget estimates of the Society for each financial year shall be prepared by the Secretary in the forms prescribed by the Central Government in terms of rules 25 of the rules of the Society and shall be submitted by the Secretary with such explanatory notes and recommendations as may be necessary for consideration at a meeting of the Executive Committee to be held not later than the 31st of July of the preceding financial year. The Executive Committee shall consider the budget estimates and may approve them or alter such estimates or omit such clauses as it may consider unnecessary or inexpedient.

(2) The budget estimates of each financial year, as approved by the Executive Committee, shall be placed before a meeting of the Board to be held before the 15th of August of the preceding financial year. The Board shall consider the budget estimates and may approve them or offer such comments or suggest such changes as it may consider necessary and appropriate.

(4) Section of the minutes of the meeting of the Executive Committee of the Board at which the proposed change of name was considered shall be filed with the Secretary of the Board not at least ten clear days before the meeting of the Executive Committee or the Board at which these estimates are to be considered.

(4) The budget estimates of each financial year, as approved by the Board, shall be submitted to the Central Government not later than the 31st of August of the preceding financial year.

(5) The budget estimates for each financial year as approved by the Board and accepted by the Central Government shall be reviewed and revised estimates prepared at the time of preparation of the budget estimates for the ensuing financial year. These revised estimates shall be submitted to the Executive Committee, the Board and the Central Government successively as indicated in bye-laws 1(1), (2)

Superintendent

Number of Firms & Societies

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Sanctioning authority

The Secretary

The Executive Committee

The Board

Extent of powers

The creation of posts the maximum of the pay scale of which does not exceed Rs. 949/- per month.
The creation of posts the maximum of the pay scale of which does not exceed Rs. 2899/- per month.
The full powers

(2) The powers of creation of posts vested by bye-law II(1) above shall be exercised by the various authorities within the guiding lines provided by the structure of posts and pay scales as approved by the Board.

Record of sanctions to posts

(3) Sanctions to the creation of posts shall be recorded in one of the forms (as may be appropriate) given in Annexure IV and these shall be filed in a register of sanctions for posts.

Appointments

i) Powers

(4) The competence of the Secretary, the Executive Committee and the Board respectively to make appointments to posts under the Society shall be determined by their respective competence to create the posts in question.

ii) Procedure

(5) When one or more appointments have to be made, the authority competent to make the appointments shall first lay down the requirements as clearly and in as detailed a manner as possible, viz., the duties to be performed, the requirements in terms of educational or other qualifications practical experience, the appropriate age limits etc., indicating whether, and if so to what extent, these could be relaxed if the need arises; and shall then decide whether the appropriate method(s) of recruitment to the given post(s) would be recruitment from the open market, or the promotion of suitable persons already in the employment of the Society, or the borrowing of the services of experienced persons in the employment of the Central Government or other organizations, or a selection from amongst suitable persons recommended by the members of the Board or the Executive Committee or brought otherwise to the notice of the appointing authority, or a combination of several of these methods.

(6) In the event of recruitment from the open market the vacancies shall be given as wide a publicity as possible by means of advertisement in a number of prominent newspapers.

(7) In the event of promotion from amongst persons already in the employment of the Society, the field of choice shall first be defined, i.e. the post or posts from which promotion to the given vacancy should be made, the length of service which the person to be selected should possess in capacities to be specified, etc., and then a selection shall be made from amongst all the eligible candidates in the field of choice.

(8) For all appointments exceeding the powers of the Secretary the selection of candidates for appointment shall be made by a Standing Selection Committee to be appointed by the Board. The Selection Committee may co-opt others as advisers. The

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recommendations of the Selection Committee shall be placed before the authority competent to accord final approval to the proposed appointment or appointments in terms of bye-law II(4).

Form of offer of appointment and joining report.

(3) After the competent authority's approval for an appointment is accorded, the actual offer of appointment shall be signed for and on behalf of the Society by the Secretary in the form given in Annexure V to these bye-laws. After an acceptance of the offer is received from the selected candidate, he or she should be required to fill in and sign a report of having joined duty in the form given in Annexure VI.

III. Purchase of equipment, stores and supplies.

Powers. (1) The powers of various authorities in the Society for incurring expenditure on the purchase of equipment, stores and supplies of all kinds shall be the same as the general powers of expenditure vested in them by bye-law I(7).

Methods. (2) Items of equipment, materials, furnishings, linen, fittings and fixtures, stationery, and other articles and stores required by the Society shall as far as possible be purchased by the system of open tender, i.e. by advertisement through important newspapers;

Provided that where the articles or stores sought to be purchased are known to be available only from a small number of reputed manufactures, suppliers or dealers, a limited tender enquiry may be addressed to all these manufacturers or suppliers or dealers instead of an advertisement in the newspapers;

and provided further that where the articles or stores to be purchased are of a proprietary nature and are available only from a single source, the purchase may be made by means of direct negotiation with that single source of supply.

(3) The method of limited tender or direct negotiations with a single party may also be followed if (a) an urgent purchase has to be made and the time involved in the system of open tenders is not available, or (b) if the system of open tenders is not practicable for any reason. In such cases the purchasing authority should record its reasons for not following the method of open tender.

Acceptance. (4) Where purchases are made through open or limited tender, the lowest tender shall ordinarily be accepted, provided the tender is in accordance with the terms of the advertisement or enquiry issued by the purchasing authority. If for any reason the purchasing authority decides to accept a tender other than the lowest, the reasons for doing so shall be recorded.

Form of tender advertisement or by means of a letter addressed to a limited enquiry number of suppliers, the following points shall be borne in mind:-

(a) enquiries shall be addressed by the Secretary for and on behalf of the Society, and acceptances of tender shall be similarly signed;

Superintendent

for Registrar of Firms & Societies
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(b) a time-limit shall be set for the receipt of tenders which shall be required to be submitted in sealed envelopes, and a time and place specified for the opening of tenders.

(c) the enquiry shall clearly set forth the quantity and specifications of the articles or stores required, the place and mode of delivery, the time by which delivery is required, the arrangements for the inspection of the articles or stores prior to acceptance (if considered necessary), the payment procedure, etc.*

Contract- (6) As the issue of letters of enquiry, the receipt of mal impli- quotation and their acceptance will together amount to ations an agreement binding upon the Society, the bye-laws relating to contracts contained in Section IV of these bye-laws shall be borne in mind in inviting and accepting quotations and in placing orders for supplies.

IV. Contracts

Authori- (1) The form and substance of contracts involving a ties compe- financial consideration exceeding the expenditure powers tent to of the Secretary shall require approval by the Executive approve Committee, and the form and substance of contracts involving contracts a financial consideration exceeding the expenditure powers of the Executive Committee shall require approval by the Board.

Legal advice to be taken

(2) The drafts of all contracts involving a financial consideration exceeding Rs. 3,000/- (Rupees three thousands only) shall be shown to a solicitor of require for advice as to the correctness of their form, before they are approved by the appropriate authority. In respect of contracts involving a financial consideration not exceeding Rs. 3,000/- (Rupees three thousand only) the authority competent to approve the form and substance of the contracts shall at its discretion decide whether the advice of a solicitor need to taken.

General Prin- ciples to be borne in mind

(3) The following general principles should be observed while entering into contracts on behalf of the Society:-

(a) The terms should be precise and definite: the quantity and quality of work to be done or supplies to be made, the specifications to be complied with, the time within which the work or supplies should be completed, the conditions to be observed, the security (if any) to be lodged, the terms upon which the payment will be made and the penalties (if any) to be exacted for non-compliance with any of the terms and conditions, should be stated clearly.

(b) The terms of the contract once entered into should not be materially varied without the previous consent of the authority competent to approve the contract as so varied.

(c) Provision must be made for safeguarding the property of the Society, if any, entrusted to the contractor.

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Confirmed

(Signature)

8-1-87

Mohesh Chander
Sr Clerk

Attested

(Signature)
Superintendent

for Secretary of Firms & Societies

M. T. Chandigarh

27/1/87

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(4) All contracts shall be executed on behalf of the Society in manner laid down in rule 27 of the Rules of the Society.

V. Write off of losses etc.

Powers of specified authorities

(1) Irrecoverable losses of stores of any kind belonging to the Society, as well as deficiencies in the value of stores included in the stock and other accounts, may be written off by the following authorities to the extent indicated against each, provided that if the loss or deficiency discloses a defect in rules or procedures or if there has been serious negligence on the part of any employee of the Society the matter shall be brought to the notice of the Board for such action as it may consider necessary:-

Nature of loss

Authority

Monetary limit upto which the loss may be written off in each case.

Irrecoverable losses of stores or deficiencies in the value of stores included in the stock and other accounts.

- | | |
|------------------------|--------------|
| a) Secretary | Rs. 100/- |
| b) Executive Committee | Rs. 1,000/- |
| c) Board | Full powers. |

Unserviceable, obsolete or surplus stores

(2) In cases where the stores are bodily present and cannot be said to have been lost, but have become unserviceable, obsolete or surplus, a survey report should be prepared in the form given in Annexure VIII to these bye-laws by the Secretary or under his direction; with reference to the survey report the stores should be declared unserviceable, obsolete or surplus as the case may be by the authority who would have been competent in terms of bye-law V(1) to write off a loss equivalent to their value, and the same authority shall also indicate in the same order the mode in which the stores in question should be disposed of; provided that where the said authority holds that the stores have become unserviceable, obsolete or surplus owing to negligence, fraud, etc., on the part of any employee of the Society, the matter should be reported to the Board for such action as the Board may consider necessary.

Impaired
R. S. S.
Unserviceable
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Addressed

Value of stores to be written off.

(3) The value of the stores to be written off or declared obsolete, unserviceable or surplus shall be the book-value where Priced accounts are maintained, and the replacement value (i.e., the similar nature) where no priced accounts are maintained.

Superintendent

Secretary of Firms & Societies

U.T. Chandigarh

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Annexure-I to the Bye-laws of the I.H.M.S. Chandigarh Society.

Submission of budget estimates and statements of accounts and the sanctioning of grants.

the Central Government hereby lays down the following procedure for the submission of budget estimates by the Society, for the sanctioning of grants by the Government, and for the maintenance and submission of accounts by the Society.

(1) Budget Estimates:

- (a) By 31st August each year the Society will submit its revised estimates for the current financial year as well as its budget estimates for the ensuing financial year to the Government in the form laid down in Annexure-I to this letter. Along with the budget estimates a statement of grant-calculations will also be submitted in the prescribed form. All these documents will be submitted to the Government after due approval by the Board of Governors of the Society.
- (b) The budget estimates of the Society, for the purpose of calculating the Government grant, should not reflect the recurring expenditure, if any, on the cafeteria, if one is proposed to be run by the Society; the Cafeteria, should be self-supporting to the extent possible. Any proposal to subsidise the cafeteria expenditure should be separately submitted in the form of a scheme.
- (c) The various provisions indicated in Sections I and II (1) of the estimates (capital and recurring expenditure) should be explained and justified in detail and in quantitative terms in Appendix-II to the estimates ("Working-sheet"). For instance, the provision for buildings should be justified with reference to the actual building programme; the provision for equipment should be explained with reference to the actual items proposed to be purchased; details of scholarships, fellowships, prizes and rebates should be furnished; the basis of the provisions for the maintenance and repairs of various items should be indicated, etc., etc. In other words, an attempt should be made to give the actual calculations leading up to the provisions shown in Section I and II. Where precise and quantitative explanations are not feasible, and rough and ready estimates are made in the light of past experience are not feasible, or any other guiding factor, suitable remarks should be offered regarding the manner of estimation. The revised estimates for the current financial year should take into account the actual expenditure incurred up to the time of preparation of the estimates.
- (d) A report on the working of the Institute up-to-date should also be submitted in duplicate along with the budget estimates.

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Almer Chaudhary
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Superintendent

Ministry of Firms & Societies

Chandigarh

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- (c) After the revised estimates for the current year and the budget estimates for the ensuing year are received by the end of August as aforesaid, they will be scrutinized by the Government, and the Government's comments, if any, will be sent to the Society as early as possible.

(2) Sanctions to grants

The grants as found admissible will be released as follows:-

- (i) 30% (thirty percent) of the admissible grant for the recurring expenditure of a given financial year will be made available to the Society by the first week of April of that year;
- (ii) a further 30% (thirty percent) will be made available in the first week of July; and
- (iii) the balance, after the adjustment of the surplus grant for recurring expenditure, if any, carried forward from the previous year, as well as after such other adjustments as are found necessary, will be made available to the Society after the receipt of the revised estimates for the year in question, and as far as possible by the first week of October of that year;
- (iv) The admissible grant for capital expenditure will also be made available in three instalments along with the instalments of the grant for the recurring expenditure as indicated above. However, the percentages mentioned above will not apply to the grants for capital expenditure. Such proportions of the grants for capital expenditure as are required by the Society and are considered necessary in the light of the progress and programmes of work, purchases, etc., will be made available to the Society on each occasion.
- (b) For the purpose of the release of the grants in the manner aforesaid the Society will send requisitions for the appropriate instalments of a grant for capital and recurring expenditure respectively (i) by the first week of March; (ii) by the first week of June; and (iii) along with the revised estimates.
- (c) Though the Government may issue consolidated cheques to the Society, the grants for capital and recurring expenditure will be calculated and accounted for separately.
- (3) Maintenance of accounts, record of assets etc.
- (a) The Society will maintain detailed accounts of expenditure and receipts in the usual commercial manner on the basis of double entry book-keeping. At the end of the financial year the Society will get an income and expenditure account of the Institute as well as separate trading and profit and loss accounts in respect of the canteen, if any, compiled and audited by a reputable firm of Chartered Accountants. The accounts of expenditure and receipts in respect of hostels and staff quarters, if any, should also be maintained separately pro forma, though these receipts and expenditures will also be reflected in the main accounts of the Society. No detailed forms are being prescribed for the accounts to be maintained by the Society. The Society should maintain the accounts in consultation with their auditors in the form and

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Superintendent 27/11/82
Ministry of Home & Social Affairs
Chandigarh
27-1-82

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in common use in commercial practice. The audited statement of accounts for the previous financial year should be submitted to Government by the Society along with its revised estimates for current financial year and the budget estimates for the ensuing financial year, i.e., by 31st August, positively.

- b) The Society should also maintain a register of permanent and semi-permanent assets acquired wholly or mainly out of Government grants in the form given in Annexure-II to this letter. A copy of the register of assets should be furnished to the Government along with the audited statement of accounts annually.
- (c) The assets acquired wholly or substantially out of Govt. grants should not without the prior sanction of the Government be encumbered, disposed of, or utilised for purposes other than those for which the grants are sanctioned.

The books and accounts of the Society and its subsidiary bodies, if any, should be open to scrutiny by the Indian Audit and Accounts Department, should that Department consider such scrutiny necessary.

3. The procedure laid down in the foregoing paragraphs as well as the forms appended to this letter should be adhered to strictly. The instructions laid down in this letter are without prejudice to any obligation cast upon the Society by the provisions of its Memorandum and rules. The receipt of this letter may kindly be acknowledged and a written acceptance of the procedure and conditions indicated herein furnished as early as possible.

Compared
(Signature)
8-7-92
M. S. Chandra
S. Chandra

Attested
(Signature)
Secretary
of Firms & Societies
Chandigarh
22/8/92

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Annexure-II to the Bye-laws of the Institute of Hotel Management
Catering and Nutrition Society, Chandigarh.

Specimen Grouping of items in the budget estimates.
(See bye-law I(b))

CAPITAL:

- (i) Buildings (Institute building, Hostel buildings, staff quarters etc.)
- (ii) Equipment, furniture fittings, and fixtures.
(Equipment for the Institute, for the hostels, etc.)
- (iii) Library (cost of books, almirahs, racks etc.)

RECURRING:

- (i) Staff (Salaries, allowances, contributions to the Provident fund, leave salary and pension contribution in respect of borrowed staff, travelling allowances, medical benefit, uniforms and aprons etc.)
- (ii) Scholarships and prizes.
- (iii) Maintenance and repairs (of buildings, equipment, furniture, fixtures, lands and gardens, library).
- (iv) Students' activities (Educational trips etc.)
- (v) Operational costs, (Electricity, fuel, water, chemicals, light equipment, glassware, crockery, cleaning materials, conveyance and cartage, first aid etc.)
- (vi) Training Food.
- (vii) Miscellaneous academic expenses (visual aids, charts, cost of text books, newspapers and periodicals, membership of societies, subscription etc.)
- (viii) Office expenses. (postage, telegram and telephone charges, printing and stationery, advertisement and publicity, contingencies etc.)
- (ix) Audit fees, bank charges, insurance.

Comptroller
8-4-97
M. S. Chahal
S. Chahal

Attended

Superintendent 27/1/97

Secy Registrar of Firms & Societies

Chandigarh

27-97

Annexure-III to the bye-laws of the Institute of Hotel Management
Catering and Nutritic Chandigarh Society.

A. Form of Expenditure sanctions (to be accorded by Secretary)

Year 19 19

Budget provisions:-

Section:-

Group:-

Item No:-

Total amount so
for sanctioned
under this item:

Balance left:

SANCTION

In exercise of the powers vested in me by rule/bye-law/
of the Rules/bye-laws of the Institute of Hotel Management
and Nutritic Chandigarh Society, I hereby accord sanction to an
expenditure of/not exceeding Rs. (Rupees
only) being incurred on

Date:-

Signature:-

(Secretary, I.H.M.C.A.
Chandigarh Society).

B. Form of Expenditure sanction (when accorded by the Executive
Committee or the Board).

Year 19 19

Budget Provision:-

Section:-

Group:-

Item No.

Provision:-

Amount so far

sanctioned

under this item:

Balance left:

Record of Sanction

In exercise of the powers vested in them by rule/bye-law
of the Institute of Hotel Management Catering and
Nutritic Chandigarh Society, the Executive Committee/the Board of
Governors have accorded sanction to an expenditure of/not exceeding
Rs. (Rupees
being incurred on

(vide resolution No. dt. or
item No. the proceedings of the
meeting held on

Date:-

Signature:-

(Secretary I.H.M.C.A.
Chandigarh Society).

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Superintendent

for Registrar of Firms & Societies

U.T. Chandigarh

27/1/97

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Annexure-IV to the Bye-laws of the Institute of Hotel Management Catering & Nutrition Chandigarh Society.

A. Form A of sanction for creation of posts.
(To be accorded by the Secretary)

In exercise of the powers vested in me by by-law _____ of the Institute of Hotel Management Catering & Nutrition Chandigarh Society, I hereby accord sanction to the creation of a post of _____ or the pay-scale of _____. The duration of the post will be _____*.

Date:-

Signature _____
(Secretary, I.H.M.C.&N.
Chandigarh Society).

/* where the duration is not specified, the post will continue indefinitely.

B. Form B of sanction for the creation of posts.
(Where sanctioned by the Executive Committee or the Board).

In exercise of the powers vested in them by bye-law _____ of the Institute of Hotel Management Catering & Nutrition Chandigarh Society, the Executive Committee/the Board of Governors, have accorded sanction to the creation of a post of _____ in the pay scale of _____ vide resolution No. _____ dated _____, or item No. _____ in the proceedings of the meeting held on _____. The duration of the post will be _____*.

Date:-

Signature: _____
(Secretary, I.H.M.C.&N.-
Chandigarh Society).

/* Where the duration is not specified, the post will continue indefinitely.

Sanctioned
8-1-80
Narinder Arora
80 Chd

Obeyed

Superintendent

Registrar of Firms & Societies

Chandigarh

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Annex-V to the bye-laws of the Institute of Hotel Management Catering and Nutrition Chandigarh Society.

Form of offer of appointment
(To be used until the staff regulations are finalised)

Registered A.D.

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION
CHANDIGARH SOCIETY, Chandigarh

No. _____, the

Dear Sir/Madam,

With reference to your application dated _____/the
interview for which you appeared on _____ 19____, I have
been authorised to offer you on behalf of the Institute of Hotel
Management, Catering & Nutrition, Chandigarh 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, in _____.
- 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 month's 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 month's notice given by either side without assigning any reasons. The Society, however, reserve 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.
- v) You will be required to produce within one month of appointment a Medical Certificate of health 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 and Nutrition,
- 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

P.T.O.

Compared
27/11/97
Narash Chahal
Sr. Clerk

Attested
Superintendent 27/11/97
for Registrar of Firms & Societies
Chandigarh
27/11/97

c) a Character Certificate from a Gazetted Officer of the Govt. of India.

If any declaration given or information furnished by you proved 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 may deem 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 and
Nutrition Society.

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Sr Clerk

Superintendent 27/1/97
of Firms & Societies
Chandigarh
27/1/97

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**Institute of Hotel Management
catering and nutrition
Chandigarh**

STAFF REGULATION

STAFF REGULATIONS - 35-

Institute of Hotel Management, Catering Technology & Applied Nutrition (Chandigarh) Society.

STAFF REGULATIONS

In pursuance of the relevant provision of the Memorandum of Association and Rules of the Institute of Hotel Management, Catering Technology & Applied Nutrition (Chandigarh) Society, the Board of Governors hereby makes the following regulations, namely:

CHAPTER I

I. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- (i) These regulations may be called the Institute of Hotel Management, Catering Technology & Applied Nutrition (Chandigarh) Society's (Staff) Regulations.
- (ii) They shall come into force at once and shall replace any other staff rules/regulations that may have been in force.
- (iii) They shall apply to all the employees of the Society. In respect of the persons employed by the Society on Agreement/contract, the rules shall be those as may be specifically provided in the Contract or Agreement as the case may be. In respect of the persons appointed on deputation from the Central or State Government, all matters relating to such employees shall be governed by the terms of deputation and if on any specific matter there is no provision about the same in terms of deputation, reference should be made to the parent Government or Department as the case may be.

2. DEFINITIONS

In these regulations, unless the context otherwise requires:

- (a) "Appendix" means an Appendix to these regulations;
- (b) "Appointing Authority" means the authority prescribed in Regulation 5;
- (c) "Board of Governors" means the Board of Governors of the Society;

Sanctioned
Date
8/1/92
Narinder Singh
Secretary

Appointed

Page No. p...2/-

Institute of Hotel Management, Catering Technology & Applied Nutrition (Chandigarh) Society.

Secretary of Firms & Societies
Chandigarh

- (d) "Chairman" means the Chairman of the Board of Governors;
- (e) "Secretary" means the Secretary of the Society;
- (f) "Society" means the Institute of Hotel Management, Catering Technology & Applied Nutrition (Society);
- (g) "Employee" means a person who is in the wholetime service of the Society but does not include a person employed by the Society on daily wages;
- (h) "Executive Committee" means the Executive Committee of the Society.
- (i) "Institute" means the Institute of Hotel Management, Catering Technology & Applied Nutrition Chandigarh.
- (j) "Principal" means the Principal of Institute of Hotel Management, Catering Technology & Applied Nutrition Chandigarh.
- (k) "Central Government" means Ministry or Department in the Central Government dealing with the subject.

3. CLASSIFICATION OF POSTS:

The classification of the posts in the Society and the scales of pay attached thereto shall be as set out in Appendix II and shall be subject to such orders as may be issued by the Society from time to time in conformity with the orders/instructions issued by the Central Government from time to time.

Compend

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Norman Chand
Sr Clerk

Noted

Superintendent

Ministry of Firms & Societies
Chandigarh

21/1/77

(1) "Chairman" means the Chairman of the Board of
Governors;

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CHAPTER II

STRENGTH OF STAFF:

The Board of Governors shall from time to time determine with the approval of the Central Government the strength of the staff both permanent and temporary under the various categories required for carrying out its functions subject to the norms, orders/guidelines prescribed by the Central Government from time to time.

5. APPOINTMENTS

Appointments to posts in Group 'C' and 'D' shall be made by the Principal and appointments to posts in Groups 'A' and 'B' shall be made by the Board of Governors and by the Executive Committee respectively or by a duly constituted Sub-Committee authorised by the Board to hold such selections provided that the appointment of the Principal shall be made in accordance with the provisions of Rule 24(1) of the Rules & Regulations of the Society.

ii) Qualifications for appointments:-

The qualifications for appointment to the posts in various cadres in the Institute shall be such as may be determined by the Principal/Executive Committee/ Board of Governors from time to time in accordance with any orders/instructions issued by the Central Government in this regard.

iii) Methods of Recruitment:

Recruitment to the posts may be made:

- a) by direct recruitment;
- b) by promotion; and
- c) by appointment of employees borrowed from Government Departments and other Institutes.
- d) on contract

Note: Appointment to a post in any grade by promotion shall be made whether in a permanent or officiating capacity from amongst employees serving in posts in the next lower grade.

*Confirmed
by
Principal
Dr. R. S. Chandra*

Attested

Superintendent
of Firms & Societies

Dr. R. S. Chandra

The Board of Governors shall from time to time determine with the approval of the Central Government the strength of the staff both permanent and temporary

iv) Adhoc appointment:

Notwithstanding anything contained in the above rules the Board of Governors/Executive Committee may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority the power to make adhoc appointments.

v) Superannuation:

(a) All employees of the Institute except Grade 'D' employees shall retire on attaining the age of 58 years provided that the Board of Governors may if satisfied that the interest of the Society so requires and in consideration of the outstanding nature of work done by an employee, extend by an order in writing, with the prior approval of the Central Government, the period of service of any employee beyond the age of superannuation on the existing terms and conditions or on re-employment or on contract service for any period not exceeding two years in aggregate, subject to any instructions/orders issued by the Central Government in such matters, Grade 'D' employees shall retire on attaining the age of 60 years.

(b) Notwithstanding anything contained in Regulation (a) an employee shall, on invalidation by the appropriate medical authority, cease to be in service on account of complete and permanent incapacitation determined in accordance with the relevant rules applicable to comparable categories of Central Government employees from time to time.

vi) Probation:

1) Every employee shall, on appointment to any post (whether on promotion or otherwise) be on probation for a period of one year commencing from the date of regular appointment;

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8/1/97
Adm. Chandigarh

Adm. Chandigarh
Superintendent
27/1/97
Adm. Chandigarh
27/1/97

- 2) Nothing in this regulation shall apply to the persons employed on deputation from Central/ State Governments or an Institute.

vii) Medical fitness:

Every person appointed for the first time to any post in the Institute shall, before joining duty in the post, be required to furnish a medical certificate of fitness in the form prescribed in Appendix I from a competent medical authority or from an authority as may be prescribed by the Institute.

No such certificate need be furnished if;

- a) an employee has come on deputation;
- b) an employee is re-employed, provided break in the two appointments is less than 3 months;
- c) an employee has already been medically found fit. Medical certificate of fitness will have to be obtained by the employee concerned at his own cost. However, on production of valid receipt, the amount of fee may be reimbursed to him.

viii) Termination of services:

- a) 1) No employee other than a person on deputation from the Central Government or any State Government or an Institute shall leave or discontinue his service in the Institute except after giving one Month's notice in writing of his intention to do so to the Principal.
- ii) Provided further that where an employee has completed the period of probation and stands confirmed, the period of such notice shall be three months.
- iii) However, if an employee wants to leave service instantaneously, he may be permitted to do so by depositing with the Institute pay and allowances for the period of notice, as the case may be.

*Compared
Pls
8-1-92
H. N. Choudhary
sr clerk*

As per

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- 2) Nothing in this regulation shall apply to the persons employed on deputation from Central/ State Governments or an Institute.

- iv) Provided that the appointing authority may, for reasons to be recorded in writing, waive, either wholly or in part, the requirement as to payment of such compensation.
- b, i) The Institute may at any time and without assigning any reasons, terminate the services of any employee who has not completed his probation, after giving one month's notice in writing or a month's pay and allowances in lieu thereof.
- ii) The Institute may at any time and without assigning any reason terminate the services of an employee who has completed period of probation and stands confirmed by giving him three months notice or pay and allowances thereof.
- c). In case of Group 'C' and Group 'D' employees the Principal shall be the competent authority while Executive Committee for Class 'B' posts and above, shall be the competent authority. However, the Executive Committee will exercise this power only after the Board of Governors has accorded its approval in this behalf.
- d) Nothing contained in these Regulations shall affect the right of the appointing authority to retire, remove or dismiss an employee without giving any notice or pay in lieu of notice in accordance with the provisions of relevant rules concerning 'conduct and discipline' of employees.

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Alam Chaudhary
87 Clerk

Attested
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Superintendent
of Firms & Societies
Chandigarh

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iv) Provide that the appointing authority may, for reasons to be recorded in writing, waive, either wholly or in part, the requirement as to

CHAPTER III

GENERAL CONDITIONS OF SERVICE

In all matters relating to service conditions such as fixation of pay; increments; counting of service for increments; compulsory deductions; optional deductions; grant of special pay; personal pay; honorarium and fee; Dearness Allowance; Additional Dearness; Interim Relief; Leave Travel Concession; Compensatory Allowance; House Rent Allowance; Children Education Allowance; House Building Advance; Festival Advance; Advances for purchase of Conveyances; Travel and Admissibility of Travel Allowance; Classification, Control and Appeal Rules; Conduct Rules; Contributions to Contributory Provident Fund; Joining Time; Leave Entitlement and conditions for grant of various kinds of leaves; Medical Rules; Gratuity and Terminal Benefits etc; the Central

Government Rules on the subject, as applicable to comparable categories of Central Government Employees/servants, shall Mutatis Mutandis be applicable to the corresponding categories of the employees of the Society subject to any orders/amendments/instructions issued by the Central Government on the relevant subject from time to time, except that where the Board of Governors, with the approval of the Central Government adopts a specific provision/rule in respect of any specific service matters, the employees of the institute shall be subject to those provisions in respect of such specified matters.

Note: (i) The above list is only illustrative and not exhaustive. All matters which may not have been spelt out above shall also be regulated in the same manner as in the case of Central Government servants of corresponding categories.

(ii) Employees of the Institute shall be eligible to contribute to contributory Provident Fund under the terms and conditions as laid down in Contributory Provident Fund (India) Rules, 1962 as amended from time to time.

Inspected
21-9-92
Alanesh Choudhary
S. Choudhary

Added
27/11/92
Superintendent
of Firms & Societies
Chandigarh

....8/-

GENERAL CONDITIONS OF SERVICE

In all matters relating to service conditions such as fixation of pay; increments; counting of service

CHAPTER IV

7. RESIDENTIAL ACCOMMODATION:

- (i) Out of the residential accommodation owned by the Society, the Society may at its discretion make available such residential accommodation as it considers appropriate to the pay, rank and status of an employee, and on such rate of monthly licence fee as it considers reasonable. The Society will not have any authority to hire accommodation and give it to staff members.
- (ii) In deciding the suitability of such residential accommodation to an employee's pay, rank and status as well as in determining the licence fee to be recovered from the employee for such accommodation, the Society will bear in mind the scales of accommodation and the rates of house rent in force under the Central Government rules governing the allotment of residential accommodation to its employees, but the decision of the Society in regard to such questions shall be final.
- (iii) If an employee refuses to accept the residential accommodation made available by the Society and if the Society does not consider his reasons for doing so adequate and acceptable, the Society may stop the house rent allowance payable to him in terms of relevant rules.
- (iv) Accommodation of appropriate scale will be allotted to the employee strictly in accordance with the 'Rules' drawn up for allotment of such residential accommodation.

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Aty

Superintendent
of Firms & Societies
U.T. Chandigarh

Aty
8-7-87

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CHAPTER V

Matters not covered by these Rules will be governed by Government of India's instructions in that behalf.

CHAPTER VI

The following powers will be exercised by the authorities given against each:-

Nature of power	Extent of power	Authority competent to exercise it.
Matters regarding Medical Examination:	Full	Principal
i) For appointment		
ii) For grant of leave		
iii) For any other purpose		
Probation period:	Full	Appointing authority
i) Initial probation		
ii) Extension of probation		
iii) Completion of probation		
Extension of Services:		
i) Beyond Superannuation/ and re-employment/contract employment.	Full	Board of Governors subject to approval of the Central Government.
Appointments	Group A Group B Group C and D	Board of Governors Board of Governors Principal.
Termination of services	Group A Group B Group C and D	Board of Governors Board of Governors Principal

contd...

Confirmed
8-1-62
Henry Choudhary

Attested

Superintendent
of
Hindu & Societies
U. S. Choudhary

Page No. 43

Sl. No.	Nature of power	Extent of power	Authority competent to exercise it.
6.	<u>Reduction in establishment</u>	Full	Board of Governors
7.	<u>Disciplinary Authority</u>	Group C and Principal D Group A and B	Principal Board of Governors/ Executive Committee
8.	<u>Pay fixation</u>	Full	Principal
9.	<u>E.B. crossing</u>	All Employees	Principal
10.	<u>Grant of Spl/Advance increments.</u>	- do -	Appointing authority
11.	<u>Allowances-Admissibility of decision regarding.</u>	- do -	Principal
12.	<u>Adoption of rate of pay and allowances.</u>	- do -	Board of Governors
13.	<u>Grant of leave - all kinds.</u>	- do -	Principal
14.	<u>Detailing for duty during vacation.</u>	- do -	Principal
15.	<u>Accommodation</u>	- do -	Principal
16.	<u>T.A./D.A.</u>	All employees	Principal
17.	<u>Travel by Air</u>	- do -	Executive Committee in the case of entitled officers and Board of Governors with approval of the Central Government in the case of non-entitled officer.
18.	<u>Gratuity and other retirement benefits.</u>	- do -	Appointing authority
19.	<u>Relaxation/Interpretation of any rule.</u>	- do -	Board of Governors subject to approval of the Central Government.

inferred
Quc
18-1-92
U.S. Chandigarh

Note: (i) In respect of any of the above matters concerning the Principal the decision will be taken at the level of the Board of Governors with the approval of the Central Government.

Attended

Superintendent
Registrar of Firms & Societies
U.S. Chandigarh
21/5/92

- (ii) For effecting better day to day administration, Principal may delegate his powers to any authority subordinate to him.
- (iii) Financial powers shall be exercised as per Bye-laws of the Society.

Sl. No.	Nature of power	Extent of power	Authority competent to exercise it.
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APPENDIX: I

Medical Certificate of Fitness for appointment

I, Dr. _____ hereby certify
that I have examined Shri/Smt./Km. _____
a candidate for employment in the Institute of Hotel Management,
Catering, ^{Technology & Applied} Nutrition, _____ and cannot discover
that Shri/Smt./Km. _____ has any disease
(communicable or otherwise), constitutional weakness or
bodily infirmity except _____.

I do not consider this a disqualification for
employment in the Institute of Hotel Management, Catering/
Nutrition, ^{Technology & Applied} Chandigarh. His/Her age according to his/her
own statement is _____ years and by appearance _____ years.

His/Her signature/Thumb impression are/is given below.

Dated the _____

Name and designation of
the Doctor.

Completed
8-1-92
Hareesh Chandra
MD

Attested

Superintendent

27/11/91

Ministry of Health & Societies

MD
27/11/92

p....12/-

APPENDIX: I

Medical Certificate of Fitness for appointment

APPENDIX-II

(See Regulations 3)

Classification of Posts and scales of pay

Group	Name of post	No. of posts	Scale of pay
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(All the posts to be appropriately classified in Group 'A', 'B', 'C' and 'D' posts and listed in this Appendix).

P...13/-

APPENDIX-III

(See Regulations 3)

Classification of Posts and scales of pay

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.
- 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.

Confirmed
8-1-92
Madhesh Choudhary
Secy

Addressed

Superintendent

of Hotel & Society of Chandigarh

ET 197

APPENDIX-III

REGISTERED AD

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

- 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.

Supersent
for Institute of Hotel Management & Applied
Nutrition (Chandigarh) Society
U.T. Chandigarh

Completed
8-1-97
8-1-97