



होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION

Bariar, G.T. Road, Gurdaspur (Punjab) – 143 521.

(An Autonomous Body under Ministry of Tourism, Government of India)

(पर्यटन मंत्रालय भारत सरकार के अधीन स्वायत्तशासी निकाय)

दुरभाष/Tel No. 01874-222501, 222502 Fax 222505

ईमेल/E-mail: mail.ihmgsp@gmail.com, वैब साईट / Web Site: www.ihmgurdaspur.org

(Information for Public under Right to Information Act 2005,)

In term of section 4(1) (b) and 4(2) of the Right to Information Act 2005, the public is informed that the:

Institute of Hotel Management, Catering & Nutrition, Gurdaspur (Society) has been established by Ministry of Tourism, Government of India. The Institute is registered under Societies Registration Act 1860. The Contact details are as follows:-

Address: INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION
BARIAR, G.T. ROAD, GURDASPUR (PUNJAB) – 143521.

Telephone Nos : 01874-222501,222502, Fax 222505

E-mail: Institute: - mail.ihmgsp@gmail.com
Administrative Office: - adm.ihmgsp@gmail.com
Academics :- academic.ihmgsp@gmail.com

Website : www.ihmgurdaspur.org

The Institute is affiliated to National Council for Hotel Management & Catering Technology, Noida (an apex body under Ministry of Tourism, Govt. Of India. The Institute provides education for Hospitality & Hotel Industry. The Institute at present offers Three Year Degree of Bachelor of Science in Hospitality & Hotel Administration jointly offered by National Council of Hotel Management & Catering Technology, (NCHMT) Noida & Indira Gandhi National Open University, New Delhi (IGNOU) as well as various trade diplomas & short duration courses under CBSP-Hunar-Se-Rozgar programme sponsored by Government of India, Ministry of Tourism.

The Institute viz. IHM has its own Memorandum or Association, By Laws and Rules & Regulations. The Institute has Governing Body viz, Board of Governors, comprising of members nominated the Ministry of Tourism, Govt. of India. The Institute is following the Central Govt. rules in service matters at present.

The Secretary to Govt. of Punjab, Department of Tourism, is the Chairperson of the Board of Governors. At present Sh. Argha Chakravorty Principal, C.E.O of the Institute is the head of the organisation & also the Member- Secretary of the Board of Governors.

The Important Contact No's of the Institute are as under:-

Sr. No.	Name & Designation	Office Telephone No. (with STD Code)	Ext
1	Sh.Argha Chakravorty, Principal	01874-222501, 222502, Fax -222505	208
2	Sh. Sudesh Sharma, Admn.Officer	01874-222501	246
3	Sh. Anil Bhardwaj, Office Suptd.	01874-222501	210

The Administrative Officer and Office Superintendent have been designated as Public Information Officer & Assistant Public Information Officer respectively.



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Manual of Information under the Right to Information, 2005

1. Organisation –

Institute of Hotel Management , Catering & Nutrition, Gurdaspur(Society) was established in 1994, as an autonomous body under Ministry of Tourism, Government of India to train men and women for hospitality industry. The institute is registered under society registration Act XXI of 1860(Punjab). The Institute gets grant-in-aid from Govt. of India, Ministry of Tourism. The Institute is under the superintendence of Board of Governors. Present Board of Governors is placed as **Annexure -II**. The Institute is affiliated to National Council for Hotel Management & Catering Technology, Noida (an apex body under Ministry of Tourism, Govt. of India). The Registered office of the Institute society is at Gurdaspur.

2. Functions and Duties (Key Objectives) -

Institute of Hotel Management, Gurdaspur is an education Institute and its main function and duties area-

- a- To impart theoretical and practical input to the student in the field of Hospitality Education.
- b- To provides trained manpower to the Hotel & Restaurant and allied Industry.
- c- To organize training programmes for the staff/workforce engaged in the organized and un-organized sectors of Tourism & Hospitality industry.
- d- To develop Nutritional, balance diet meals and popularize them.
- e- To provide technical support to the new and existing Hotel & Restaurant.
- f- To support central and state government to accomplish their missions pertaining to Hospitality industry time to time.
- g- Detailed objectives of the society are as contained in the Memorandum of Association of the Society available in the office.

3. Powers and duties of Officers and Employees

The Organisation Chart of the Institute is placed at **Annexure-I** which also indicates the post hierarchy, channel of supervision /functions/powers & duties, work allocation of the officers/staff & other employees of the Institute.

In all the matters Institute broadly follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organisations. Other rules & regulation of the society are as contained in the Rules & Regulation of the society available in the office.

4. Procedure followed in the decision making process, including channels of supervision and accountability.

The routine academic and administrative decisions are taken by the Principal in consultation with the Departmental In charges & Administrative Officer of the Institute. The general superintendence, direction and control to the affairs of the society and its income and property are vested with the Board.

The power of the decision may be delegated to the Departmental In charges & Administrative Officer from time to time. The routine academic and administration decisions are taken by the Principal as per rules provided by National Council and Government of India, in consultation with departmental in charges. The power for making decision may be delegated from time to time.

The matter apart from day to day affairs are presented to the Chairman, B.O.Gs. and Ministry of Tourism for decision / approval/ guidance.

5. The norms set for the discharge of functions of the Institute.

a- Academic functions

The main function of the Institute is to facilitate the academic activity and academic administration. The time table for conduct of academic functions is based on the subject, syllabus, teaching load and academic calendar is formulated by the National Council for Hotel Management, Noida for all Institutes of Hotel Management affiliated with the council. All other academic decisions are taken by the Principal in consultation with Departmental In charges and other faculty members. Different committees are framed for academics & various extracurricular activities etc. of the Institute & the related matters are resolved by the respective Incharges from time to time.

b- Administrative Functions

The administrative functions are discharged by the Principal in consultation with the Administrative Officer as per the rules of Government of India adopted by the Institute. Different committees are framed for purchases by the competent authority and other precedents of material for the Institute. In all the matters Institute follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organisations. Other rules & regulation of the society are as contained in the rules & regulation of the society.

6. The rules, regulations, instructions manuals and records held by it are Under its control or used by its employees for discharging its functions

In all the matters Institute broadly follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organisations. Other rules & regulation of the society are as contained in the rules & regulation of the society.

The Institute follows Recruitment and Promotion rules amended from time to time designed specifically for the Institutes of Hotel Management by Department of Tourism, Govt. of India. In all the matters Institute follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organisations. Other rules & regulation of the society are as contained in the rules & regulation of the society, the details of which can be made available upon receipt of request.

7. Statement of categories of document that are held by it or under its Control

Same as in item No. 5&6 above, the details of which can be made available upon receipt of request.

8. The particulars of any arrangement that exists for consultation with or representation by the Members of the Public in relation to the formulation of its policy or implementation thereof-

The society has on its Board two representatives nominated by the Central Government from hotels and restaurants association, as experts who contribute their inputs in the policy and guidance.

9. A statement of the boards, councils committees and other bodies Consisting of two or more persons constituted as its part of for the purpose of its advise, and as to whether meeting of those boards , councils, Committees and other bodies are open to the public, or the minutes of Such meeting are assessable to the public.

Broadly following are some of the administrative Board/Committees:-

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As per the Rules & Regulations of the Institute the first Board of Governors (BOGs) was constituted on 05-05-1994. The Executive Committee, has also been framed in the Rules & Regulations.

The Board of Governors of Institute of Hotel Management, Gurdaspur is comprised of the members from the Government of India, State Government and eminent personalities of the Hotel & Restaurant Industry nominated by Central Government. The Board of Governors of Institute of Hotel Management, Gurdaspur is headed by Principal Secretary/ Secretary Tourism, Govt of Punjab. The list of present Board of Governors is placed at **Annexure -II.**

The proceeding are recorded & circulated to the members. These minutes can be made available upon receipt of request.

The Executive Committee comprises of members from the Board of Governors of the Institute.

The Term/Tenure, Powers & Functions are as per the Rules & Regulations of the Institute.

As per the Recruitment & Promotion Rules framed by the Ministry of Tourism, Govt. of India various selection committees have been framed.

The Purchase committee have been framed by the BOG.

10. A directory of Officers and employees-

The information is placed at the **Annexure-III.**

The Status of Disciplinary Action against employees as on date (25-07-2018) is nil.

11. The monthly remuneration received by each of its officers and Employees, Including the system of compensation as provided in its regulations-

The Salaries and allowances of the employees of Institute are those prescribed by the Department of Tourism, Government of India and the Ministry of Finance from time to time, for Central Government employees of different Categories adopted with the approval of the Board of Governors. The relevant Information is placed at **Annexure-IV.**

12. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made-

Institute of Hotel Management, Gurdaspur is at present self sufficient in terms of Revenue Expenditure and receives Capital Grant- in aid from the Department of Tourism, Government of India for the proposals approved by the Board of Governors & Ministry of Tourism from time to time . Budget statement is placed at **Annexure V.** The reports can be made available upon receipt of request.

Budget for Foreign & Domestic Tours:-

Tours: - The Tours are undertaken for official meetings, training programmes, workshops, competitions (for students) etc. for all the employees & the expenditure is met from approved budget.

- a) Procurements:- The various procurements are made within the approved budget. The notice/tender enquiries etc are placed on the institute website, CPP Portal as well as advertisement in newspaper for wide publicity.

The Para raised by the Audit & the reply thereon are sent to the respective departments.

13. The manner of execution of subsidy programme, including the amounts of allocated details of beneficiaries of such programmes

The Institute of Hotel Management, Gurdaspur does not implement any subsidy programme.

14. Particulars of concessions. Permits of or authorization granted by the Department of Tourism, Government of India-

No concessions, permits or a authorization is granted by the Department of tourism, Government of India.

15. Details in respect of the information, available to or held by it, reduced in an electronic form-

The information about the Institute is available on its website <http://www.ihmgurdaspur.org>.

16. The particulars of facilitates available to citizens for obtaining Information including the working hours of library of reading room , if maintained for public use.

Information relating to the Institute is available on its website <http://www.ihmgurdaspur.org> or can be obtained from the designated public Information Officer / Assistant Public Information Officers. No library or reading room for the public is maintained by the Institute.

17. The names, designations and other particulars of the public Information Officers /Assistant Public Information Officer.

The information regarding Public Information Officer and Assistant Public Information Officer in the Institute is placed at **Annexure VI** along with the RTI Applications Status.

18. Such other information as may be prescribed. NIL

LIST OF ANNEXURES

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