

**Chandigarh Institute of Hotel Management & Catering Technology,**  
(Under Chandigarh Administration & Ministry of Tourism Govt. Of India)  
**Sector 42D, Chandigarh - 160036**

**Suo Moto Disclosures/RTI Manuals**  
**Under Section (4) (1) (b) of the RTI Act**  
(Updated as on 14.05.2025)

The Right to Information Act, 2005 under its Section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

**Introduction:**

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

The purpose of this Handbook is to inform the general public about the **CIHMC&T, Chandigarh's** organisational set-up, its functions and duties, records and documents available in the website of **CIHMC&T, Chandigarh**, (<https://cihmct.co.in/>), etc. This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the **CIHMC&T, Chandigarh**.

**CIHMC&T, Chandigarh** has its own website. and the requisite details are available at: <https://cihmct.co.in/> of which this Handbook is a part, provides information about the policies and programmes of the **CIHMC&T, Chandigarh** to the general public. In addition, information about the activities of the organization is made available through its Annual Reports. This document for the year 2024-25 is available to the general public as part of this website. In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt.(B) dated 16th September 2005, the procedure and fee structure for getting information not available in this handbook will be as under:

- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO concerned accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers' cheque or Postal order payable to the **CIHMC&T, Chandigarh**. Payments in person will have to be deposited with the Cashier in the **CIHMC&T, Chandigarh**.
- (b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or postal order payable to the **CIHMC&T, Chandigarh** at the following rates:
  - a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - b. Actual charge or cost price of a copy in larger size paper;

- c. Actual cost or price for samples or models; and
- d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (c) For providing information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the **CIHMC&T, Chandigarh** at the following rates:
- a. For information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and
- b. For information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication.

As such, the mandatory disclosures pertaining to **CIHMC&T, Chandigarh** are presented here:

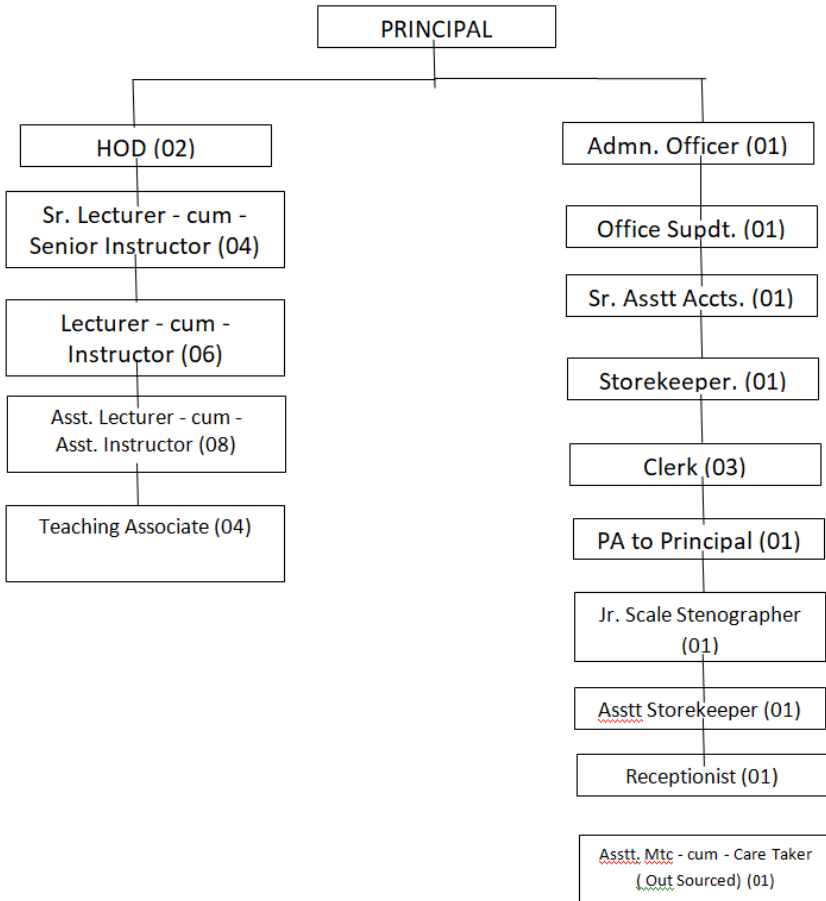
Sr.No.	Details of Disclosure	Organization information
1	Organization and Function	
1.1	Particulars of its Organization, Functions and Duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	<p><b>Chandigarh Institute of Hotel Management &amp; Catering Technology,</b>  <b>(Under Ministry of Tourism Govt. of India), Sector 42D, Chandigarh - 160036</b></p> <p>About <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b>, the details are given here (<a href="https://cihmct.co.in/">https://cihmct.co.in/</a>): The institute was established in 1973 and affiliated to The National Council for Hotel Management, Noida (Under Ministry of Tourism Govt. Of India), Chandigarh Institute of Hotel Management and Catering Technology, formerly known as Food Craft Institute, Chandigarh, has been imparting hospitality education to students from all over India and is a prominent catering Institute in the country. CIHM trains 360 students each year and grooms them into successful professionals in hospitality and other allied Industries. The Institute functions under the Chairmanship of the Hon'ble Secretary, Tourism, U.T. Chandigarh. The Institute offers the following courses: –</p> <ul style="list-style-type: none"> <li>• B.Sc. In Hospitality and Hotel Administration – 120 seats</li> <li>• Five Diploma Courses in Hospitality Operations – 240 seats</li> </ul> <p>Besides imparting education, the Institute also undertakes the following activities: –</p> <ul style="list-style-type: none"> <li>• Short courses for Youth and Housewives from time to time</li> <li>• Capacity Building programmes for an unorganized sector of the hospitality industry</li> <li>• Operates a 26–room hotel, Hotel Chandigarh Beckons, for training purposes.</li> </ul>
1.1.2	Head of the organization	<p><b>Sh. Vishal Kalia, Principal/Secretary, Chandigarh Institute of Hotel Management &amp; Catering Technology, Chandigarh</b></p> <p><b>Message from Principal:</b></p> <p>It gives me immense pleasure to welcome you to the Chandigarh Institute of Hotel Management (CIHM), a premier hospitality institute situated in the heart of Chandigarh. Our journey began in 1973, when we were established as the Food Craft Institute with the vision of imparting quality hospitality education. In 2006, with the growing demand for skilled hospitality professionals and our consistent commitment to excellence, the institute was proudly upgraded to the Institute of Hotel Management, Chandigarh. Today, we offer the Bachelor of Science (B.Sc.) degree in Hospitality and</p>

		<p>Hotel Administration, a flagship program designed to equip students with both the theoretical knowledge and practical skills required to excel in the dynamic hospitality industry.</p> <p>Over the years, our students have consistently showcased gracious academic results and have made their mark both nationally and internationally through remarkable placements in some of the world’s leading hotel chains, hospitality companies, and related sectors. Our alumni stand as proud ambassadors of CIHM, reflecting the values of professionalism, competence, and service excellence that we nurture on our campus.</p> <p>One of the distinct highlights of CIHM is Hotel Chandigarh Beckons, a fully operational training hotel located within the institute’s campus. Since its inception in 2007, this 26-room facility—complete with a banquet hall, restaurant, and bar—has served as an exceptional learning ground for our students. Through daily rotational schedules, our students gain invaluable hands-on experience by engaging in real-time hotel operations, whether in front office management, food &amp; beverage service, housekeeping, or culinary practices. This immersive training ensures that when our graduates step into the professional world, they carry with them not just academic learning but also the confidence and competence that comes from real-world exposure.</p> <p>At CIHM, we are committed to shaping the future leaders of the hospitality industry by combining academic rigor, practical training, and a deep sense of hospitality ethos. We look forward to welcoming passionate and aspiring hospitality professionals to our institute and helping them embark on a journey of success and excellence.</p> <p>Warm regards, Vishal Kalia Principal Chandigarh Institute of Management</p>
1.1.3	Vision, Mission and Key Objectives	<p>Vision, Mission and Key Objectives/Commitment of <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> is given here:</p> <p><b>Vision:</b> Our Vision for the Hotel Management Institute in Chandigarh is to create a center of excellence that cultivates the skills, knowledge, and character of aspiring hospitality professionals. We envision an institute that not only imparts world class education but also fosters innovation, cultural diversity, and ethical leadership in the dynamic field of hospitality</p> <p><b>Mission:</b> At Chandigarh Institute of Hotel Management, our mission is to cultivate a generation of passionate and skilled hospitality professionals who exemplify excellence, cultural sensitivity, innovation, and ethical leadership. Through a dynamic and holistic educational approach, we are dedicated to empowering our students to excel in the global hospitality industry while fostering a deep sense of social responsibility and lifelong learning.</p>

		<p><b>Key Objectives/Commitment:</b></p> <p>“Commitment to excellence” are the three words that best describe the ethos of the Chandigarh Institute of Hotel Management. Excellence in teaching, excellence in professional practice and excellence in providing knowledge, skill and attitude for future business managers are the foundations upon which the main focus of the Institute lies.</p>
1.1.4	Function and duties	<p>The main Functions &amp; Duties of <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> are detailed below:</p> <p>Aims &amp; Functions of CIHM and its role as premier hospitality educational Institute in the country are elaborated in its Memorandum of Association which among other things mandates Institute to effectively discharge functions such as:-</p> <ul style="list-style-type: none"> <li>a) to provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and practical, and all the organisational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional fooding programmes in schools, industrial establishment and similar organisations.</li> <li>b) to impart instruction and training in modern and scientific techniques of management of modern hotels and hostels;</li> <li>c) to undertake and to associate itself with nutritional extension and developmental work.</li> <li>d) to propose economy in the handling and utilisation of foodstuffs.</li> <li>e) to assist in and associate itself with the efforts of the central and State Governments to popularise wholesome non-cercal foods, particularly protective foods, with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional contact.</li> <li>f) to assist in and associate itself with the attempts of food research institutions, food scientist and food technologists to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus.</li> <li>g) In accordance with the general policy laid down by the Central Government/UT Administration, to prescribe courses of instructions, hold examinations and grant certificate diplomas and other awards to persons.</li> <li>h) To fix and demand such fees and other charges as may be laid down in the bye-laws.</li> </ul>

	<p>i) To establish, maintain and manage halls and hostels for the residence of students and members of the state.</p> <p>j) To supervise and control and residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperate life.</p> <p>k) To institute teaching, administrative, technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, bye-laws and any instructions/orders and guidelines issued by the Central Government/UT Administration, from time to time.</p> <p>l) To institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws and</p> <p>i. Within the broad framework of the policy laid down the Central Government/UT Administration, 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.</p> <p>ii. 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 time to time,</p> <p>iii. To give gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the society, or to their wives, children or other dependents; subject to orders/instructions issued by the Central Government/UT Administration in this regard from time to time.</p> <p>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 the wives, children or other relatives or dependents of such persons;</p> <p>v. To acquire, hold and dispose of property in any manner whatsoever provided that the prior approval of the Central Government/UT Administration is obtained in the case of acquisition or disposal of immovable property;</p> <p>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;</p>
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		<p>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/UT Administration;</p> <p>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.</p> <p>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;</p> <p>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;</p> <p>xi. To maintain a fund to which shall be credited</p> <ol style="list-style-type: none"> <li>All moneys provided by the UT Administration;</li> <li>All fees and other charges received by the Society;</li> <li>All money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers and;</li> <li>All moneys received by the society in any other manner or from any other sources</li> </ol> <p>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 with the UT administration decides;</p> <p>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 deals as may be necessary;</p> <p>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;</p> <p>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/UT Administration.</p>
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1.1.5	Organisational Chart/Structure	<p>Organisational Chart/Structure of Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh is as below: <u>Organization Chart</u></p>  <pre>graph TD     PRINCIPAL[PRINCIPAL] --&gt; HOD[HOD (02)]     PRINCIPAL --&gt; AdmnOff[Admn. Officer (01)]     HOD --&gt; SrLect[Sr. Lecturer - cum - Senior Instructor (04)]     SrLect --&gt; Lect[Lecturer - cum - Instructor (06)]     Lect --&gt; AsstLect[Asst. Lecturer - cum - Asst. Instructor (08)]     AsstLect --&gt; TA[Teaching Associate (04)]     AdmnOff --&gt; OfficeSupdt[Office Supdt. (01)]     OfficeSupdt --&gt; SrAssttAccts[Sr. Asstt Accts. (01)]     SrAssttAccts --&gt; Storekeeper[Storekeeper. (01)]     Storekeeper --&gt; Clerk[Clerk (03)]     Clerk --&gt; PA[PA to Principal (01)]     PA --&gt; JrScaleSteno[Jr. Scale Stenographer (01)]     JrScaleSteno --&gt; AssttStorekeeper[Asstt Storekeeper (01)]     AssttStorekeeper --&gt; Receptionist[Receptionist (01)]     Receptionist --&gt; AssttMtc[Asstt. Mtc - cum - Care Taker (Out Sourced) (01)]</pre>																												
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from	<p><b><u>Name of the H.O.D. (Principal) of CIHM since inception</u></b></p> <table><tr><th>Sr. No</th><th>Name</th><th>From</th><th>To</th></tr><tr><td>1</td><td>Sh. R.L. Rekhy</td><td>10-09-1973</td><td>31-07-1996</td></tr><tr><td>2</td><td>Sh. Alok Shivapuri</td><td>01-08-1996</td><td>08-07-2003</td></tr><tr><td>3</td><td>Sh. N.K. Nanchahal</td><td>09-07-2003</td><td>16-02-2004</td></tr><tr><td>4</td><td>Sh. S.K. Saluja</td><td>17-02-2004</td><td>15-10-2008</td></tr><tr><td>5</td><td>Sh. T.K. Razdan</td><td>16-10-2008</td><td>31-03-2020</td></tr><tr><td>6</td><td>Sh. Vishal Kalia</td><td>01-04-2020</td><td></td></tr></table>	Sr. No	Name	From	To	1	Sh. R.L. Rekhy	10-09-1973	31-07-1996	2	Sh. Alok Shivapuri	01-08-1996	08-07-2003	3	Sh. N.K. Nanchahal	09-07-2003	16-02-2004	4	Sh. S.K. Saluja	17-02-2004	15-10-2008	5	Sh. T.K. Razdan	16-10-2008	31-03-2020	6	Sh. Vishal Kalia	01-04-2020	
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time to time have been dealt.

### **1. E-Tender/GEM Portal Purchase Committee**

1. Director Tourism, Chairman  
Chandigarh Administration,  
Chandigarh.
2. AC & (FA) Member  
Department of Tourism,  
Chandigarh Administration,  
Chandigarh.
3. Principal Member  
Dr. Ambedkar Institute of Hotel Management  
Sector – 42D,  
Chandigarh
4. Mr. Rajesh Kumar Sharma, Member  
Admn. Officer,  
Chandigarh Institute of Hotel Management  
& Catering Technology,  
Sector 42-D,  
Chandigarh
5. Mr. Vishal Kalia, Member/Secretary  
Principal/Secretary  
Chandigarh Institute of Hotel Management  
& Catering Technology,  
Sector 42-D,  
Chandigarh.

For local market purchase, Purchase Committee is formed by the Principal to assess the reasonableness of the rates, quality and specifications and identify the appropriate supplier, as per the provisions given in the GFR Rules.



## **2. Anti Ragging Committee (2024-25)**

### **ANTI RAGGING COMMITTEE**

- 1) Head of the committee from Institute: Mrs. Shashi Bhatia (HOD)
- 2) Faculty Members : Mrs. Seema Yadav (Sr. Lecturer) & Mr. Tarun (Assistant Lecturer)
- 3) Hostel Warden- Boys : Mr. Bhisham Kumar
- 4) Hostel Warden- Girls : Ms. Rukhsana
- 5) Representative of Civil Society : Mr. Rajiv Arora
- 6) Representative of Local Police Administration : Mr. Shub Karan Singh  
(Head Constable- P.S. 39)
- 7) Representative of local Media : Mr. Sanjay Pahwa (Editor Voice of Chandigarh)
- 8) Representative from a non-government organization who are involved in youth activities or counselling of students : Mr. Pramod Sharma (YUVSATTA)
- 9) Representative of Students
  - B.Sc. 1st Year - Mr. Deepansh Sharma
  - B.Sc. 2nd Year - Mr. Ishan Shaurva
  - B.Sc. 3rd Year – Ms. Vishakha Thakur
- 10) Representative of Parents : Mr. Sanjay Gupta
- 11) Non- teaching staff from the Institute: Mr. Rajesh Sharma, A.O.

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

#### **Internal Complaints Committee:-**

1. Mrs. Shashi Bhorla Bhatia, HOD, CIHM, Chandigarh.
2. Ms. Anupama Raj, Advocate, H. No. 3360, Sector-15-D, Chandigarh.
3. Mr. Parmod Sharma, Coordinator, YUVSATTA, R. No. 12, Karuna Sadan, Sector-11, Chandigarh.
4. Mr. Rajesh Sharma, AO/Convener, CIHM, Chandigarh.
5. Mrs. Shalini Sachdeva, Senior Lecturer, AIHM, Sector-42-D, Chandigarh.

#### **4. Student complaint redressal committee.**

1. Mrs. Shashi Bhorla Bhatia, HOD
2. Dr. JP Kant, HOD
3. Mr. Rajesh Kumar Sharma, Administrative Officer

**5. Executive Committee**

1. The Director Tourism,  
Chandigarh Administration,  
Chandigarh.
2. The Regional Employment Officer,  
Chandigarh Administration,  
Sector – 17,  
Chandigarh.
3. The Regional Director (North)  
Govt. of India,  
Tourist Office, 88-Janpath,  
New Delhi.
4. Principal,  
Dr. Ambedkar Institute of Hotel Management,  
Sector 42-D,  
Chandigarh.
5. Principal/Secretary,  
Chandigarh Institute of Hotel Management  
& Catering Technology, Sector 42-D,  
Chandigarh.

6 **LIST OF THE MEMBERS OF THE DEPARTMENTAL PROMOTION COMMITTEE-  
CIHM, CHANDIGARH**

1.	The Director Tourism, Chandigarh Administration, Chandigarh.
2.	National Council for Hotel Management & Catering Technology, Plot No .A-34, Sector 62, Institutional Area, <u>Noida</u> – 201301
3.	The Regional Director (North), Govt. of India, Tourist Office, 88-Janpath, New Delhi.
4.	Principal, Dr. <u>Ambedkar</u> Institute of Hotel Management, Sector 42-D, Chandigarh.
5.	Principal/Secretary Chandigarh Institute of Hotel Management & Catering Technology, Sector 42-D, Chandigarh.

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

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	<p>The power &amp; duties of officers (administrative, financial and judicial) and other employees of <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> are detailed below:</p> <p><b>Powers and Duties of Officers</b></p> <p>The powers and duties of the officers of the CIHM Chandigarh are governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute. Principal in the institute is authorized to sign sanction orders and convey the decisions of the CIHM. The Administrative Officer (AO) heads the administration and is mainly entrusted with general administration and finance matters of the institute. The HODs are mainly responsible for maintaining academic discipline of the institute including development of various short course curriculums, time tables, conduct of examinations, coordination with faculty and administration, student feedback etc.</p> <p><b>Duties and Responsibilities Principal:</b></p> <p>a) Principal is academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye- laws, Memorandum of Association, and Rules and Regulations of Society and within the powers vested/ delegated to him by the Board of Governors/ Central Government.</p> <p>b) Custodian of records and Society's funds and other immovable/movable assets of the Society.</p> <p>c) As Secretary of the Board of Governors and Executive Committee respectively, he is responsible for arrangement of meetings. To inform Government for filling up vacant posts in BOGs or Executive Committee.</p> <p>d) Initiate faculty Development/Research/ Experimentation in close association with the Heads of Academic Departments and submit periodic feedback to National Council for Hotel Management and Catering Technology and the Ministry.</p> <p>e) Such other duties as may be entrusted to the incumbent by the Executive Committee/Board of Governors and UT Administration time to time.</p>
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and exercised	
1.2.4	Work allocation	

**Head of Department:**

- a) Teaching as assigned by the Principal from time to time.
- b) Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipments, tools and materials with the Department, regular departments meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national and international reputation.
- c) Assist Principal in R&D activities for improving quality of teaching of service to the industry and community.
- d) Overall charge of the Labs and other working areas concerned, involvement in the purchase of equipment items etc.
- e) Arranging of training and welfare of students and such other duties/responsibilities as may be entrusted from time to time.

**Senior Lecturer-Cum-Senior Instructor:**

- a) To take classes (theory and Practical) under overall supervision of the academic HOD.
- b) Responsible for equipment/ material under his charge.
- c) To assist the Principal/academic HOD in research work, quality improvement programmes and guide the junior staff.
- d) Such other duties and responsibilities as may be assigned to him from time to time.
- e) To supervise research work project assignments.

**Lecturer-Cum-Instructor:**

- a) To take classes (Theory and Practical) as required by academic HOD concerned.
- b) To assist the Sr. Lecturer cum Sr. Instructor in various spheres of his duties.
- c) To provide guidance to Asstt. Lecturer cum Asstt. Instructors.
- d) Involvement in research work under the supervision of senior faculty members and perform such other duties and responsibilities as may be assigned to him from time to time.

- e) Such other duties and responsibilities as may be assigned to him from time to time.

**Asstt. Lecturer-Cum-Asstt-Instructor:**

- a) To take classes both (Theory and Practical) and checking of students journals as required.
- b) Responsible for equipment and material under his charge.
- c) Make arrangements for conduct of theory and practical classes with the assistance of Attendants including maintenance and safe custody of equipment items and stocks thereof.
- d) Such other duties and responsibilities as may be assigned to him from time to time.

**Administrative Officer:**

- a) To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters.
- b) Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings of the Board, Executive Committee etc.
- c) Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute.
- d) Organise purchases of Stores/Equipment etc. under the supervision of the Principal.
- e) Supervision of Security arrangements with security staff.
- f) Processing of RTI matters.
- g) To float tender and preparation of tender documents including terms & conditions of A.M.C.
- h) Calculation of tax and processing of form-16
- i) Audit of accounts and appointments of auditors.
- j) Such other duties and responsibilities as may be assigned to him from time to time.

**Office Superintendent:**

- a) To assist the Principal, and Administrative Officer in the discharge of their overall administrative

and academic functions for the smooth running of the office as well as Institute such other responsibilities as may be assigned by the competent authority from time to time.

- b) Appointment cases.
- c) MACP and pay fixation cases.
- d) Responsible for proper maintenance of the service books and personal files of the officials dealt in the establishment.
- e) To maintain the establishment register and other valuable record register.
- f) Responsible for maintenance of leave record of the staff.
- g) To supervise the work assigned to staff working directly under his control and disposal of Dak received daily in the establishment.

**Sr. Assistant Accts:**

To assist the Administrative Officer and the Principal in the discharge of his overall responsibilities for the financial and accounts matters, MACP and pay fixation cases. To prepare Bank Reconciliation statement & Trail Balance on monthly basis supervision of store department & Cash & Bank work. Filling of GST & Income Tax returns and such other duties as may be assigned by a competent authority from time to time.

**P.A. to the Principal:**

Dictation from Principal and typing. Keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career advancement and such other duties and responsibilities as may be assigned by the Principal from time to time.

**Asstt. Mtc. - cum - Care Taker (Out Sourced):**

Overall responsibility for all maintenance work and security matters and the Institute hostels and staff quarters and such other duties and responsibilities as may be assigned by a competent authority from time to time as per the terms and conditions of the contract.

**Clerk(Cash/Estt./Stores):**

Posting of Clerks on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.



		<p>a) <b>Cash:</b> Custody, receipt and disbursement of cash including maintenance of cash books and other connected records, collection of fees etc., from students and maintain accounts thereof. Checking of bills &amp; manage bank work. Preparation of pay bills, deduction of necessary subscriptions towards GPF/NPS/Group Insurance Scheme/HBA/MCA and deposit in respective accounts in time.</p> <p>b) <b>Estt:</b> Handle all administrative and establishment work of the Institute including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority.</p> <p>c) <b>Stores:</b> Custody, receipt and supply of food and other connected items against written indents from the faculty staff duly authenticated by the HOD of the concerned stream of the academy, maintenance of stock registers and timely information to Administrative Officer about the stock position.</p> <p>In addition, employees will perform such other duties as may be assigned to them from time to time.</p> <p><b>Jr. Scale. Stenographer:</b></p> <p>Dictation, typing work and maintenance of such files and other records as may be entrusted and such other duties and responsibilities as may be assigned by a competent authority from time to time.</p> <p><i>Note:</i></p> <p>Incumbents holding some of the existing posts like Maintenance Engineer etc. which do not figure in the Revised Recruitment Rules, 2001 would continue to hold these posts till they relinquish charge of the post due to resignation/retirement etc. duties and functions discharged by the incumbents of such posts could be assigned by deploying suitable persons on contract basis or on normal remuneration basis as soon as the incumbents relinquish charge on such posts due to the aforesaid reasons.</p>
1.3	Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]	
1.3.1	Process of Decision Making: Identify key decision making	In the discharge of duties and in the decision-making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon

	points	the issue under consideration decisions are taken at the level of the Head of Departments (HODs) for academic matters and Administrative Officer (AO) for administrative matters in the CIHM and final approvals are given by Principal and/or Chairman, Board of Governors of the institute.
1.3.2	Final Decision-making Authority	<b>PRINCIPAL / SECRETARY</b> <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> As such there is no time limit defined for taking decisions in the charter. However, time limit for taking any decision in the Institute is decided by the Principal depending on the nature of job/task/complaint. Normally the time taken for taking any decision is 7 to 10 days.  The institute follows the accountability as per organizational chart given at 1.1.5. The <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> makes decision in regard to routine matters in a time bound manner.  (1) Channel of supervision is as per the Organization Structure of <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> . (2) Every employee is accountable towards the duties assigned by the authorities from time to time.  It is available at MoA: <a href="http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf</a> <a href="http://cihmct.co.in/wp-content/uploads/2021/03/BYE-LAWS.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/BYE-LAWS.pdf</a>  <a href="http://cihmct.co.in/wp-content/uploads/2021/03/RULES-AND-REGULATIONS.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/RULES-AND-REGULATIONS.pdf</a> <a href="http://cihmct.co.in/wp-content/uploads/2021/03/STAFF-REGULATION.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/STAFF-REGULATION.pdf</a>
1.3.3	Related provisions, acts, rules etc.	
1.3.4	Time Limit for taking a decision, if any	
1.3.5	Channel of Supervision and Accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	In the discharge of duties and in the decision-making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken at the level of the Head of Departments (HODs) for academic matters and Administrative-cum-Accounts Officer (AAO) for administrative matters in the CIHM, Sector 42 D, Chandigarh and final approvals are given by Principal and/or Chairman, Board of Governors of the institute. To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level: Refer to 1.1.6
1.4.2	Norms/ Standards for functions/service delivery	It is available at MoA: <a href="http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf</a>

1.4.3	Process by which these services can be accessed	<a href="http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf</a> <a href="http://cihmct.co.in/wp-content/uploads/2021/03/STAFF-REGULATION.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/STAFF-REGULATION.pdf</a> <a href="http://cihmct.co.in/wp-content/uploads/2021/03/RULES-AND-REGULATIONS.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/RULES-AND-REGULATIONS.pdf</a> <a href="http://cihmct.co.in/wp-content/uploads/2021/03/BYE-LAWS.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/BYE-LAWS.pdf</a>
1.4.4	Time-limit for achieving the Targets	Targets are achieved on yearly basis.
1.4.5	Process of Redress of Grievances	Grievances are redressed amicably. All aggrieved staff and others may approach to the Internal Committee of the organization in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. The detail is given at 1.1.6
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	The manual followed by the organization is Manual of Office Procedure. All the works preformed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time. The details, as given in the website ( <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> ) are presented below: 1. Rules & Regulations: <a href="https://cihmct.co.in/wp-content/uploads/2021/03/RULES-AND-REGULATIONS.pdf">https://cihmct.co.in/wp-content/uploads/2021/03/RULES-AND-REGULATIONS.pdf</a> ; 2. Bye-Laws: <a href="https://cihmct.co.in/wp-content/uploads/2021/03/BYE-LAWS.pdf">https://cihmct.co.in/wp-content/uploads/2021/03/BYE-LAWS.pdf</a> ; 3. Recruitment Rules: <a href="https://cihmct.co.in/wp-content/uploads/2021/06/RECRUITMENTRULES16102019.pdf">https://cihmct.co.in/wp-content/uploads/2021/06/RECRUITMENTRULES16102019.pdf</a> ; 4. Memorandum of Association: <a href="https://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf">https://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf</a> 5. Staff Regulation: <a href="https://cihmct.co.in/wp-content/uploads/2021/03/STAFF-REGULATION.pdf">https://cihmct.co.in/wp-content/uploads/2021/03/STAFF-REGULATION.pdf</a> 6. Budget & Balance Sheet: <a href="https://cihmct.co.in/wp-content/uploads/2023/08/BUDGET-INFO.pdf">https://cihmct.co.in/wp-content/uploads/2023/08/BUDGET-INFO.pdf</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	
1.6	Categories of Documents held by the authority under its control [Section 4(1)(b) (vi)]	
1.6.1	Categories of Documents	The office holds files and documents related to its functioning along with references and correspondence. The following documents are available with the office:  By Academic Division:  a) Results of all mid-term examinations conducted by the institute for all semesters of BSc H&HA and Diploma courses.  b) Syllabus and course content of short- term courses and training offered by CIHM Sector 42 D, Chandigarh  c) Placement and industrial training records of the students.  d) Industrial Training and Research Projects of the students.  e) Annual Magazine “XENIA”  By Administrative Division:  a) Annual Report and Audited Statement of Accounts.

		<p>b) Service record of all of it's employees.</p> <p>c) Minutes of Board of Governors meeting and decision taken by them (available on request).</p>
1.6.2	Custodian of Documents/ Categories	Custodians of these documents/categories are the respective HoDs/Section Incharges
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	<p>Board of Governors of CIHM</p> <p>The following are the members of Board of Governors of Chandigarh Institute of Hotel Management and Catering Technology</p> <p><b><u>LIST OF MEMBERS OF BOARD OF GOVERNORS – CIHM, CHANDIGARH</u></b></p> <ol style="list-style-type: none"> <li>1. The Secretary Tourism, Chandigarh Administration, Sector – 9, Chandigarh.</li> <li>2. The Senior Economic Advisor, Ministry of Tourism, HRD Division, Govt. of India, Chanderlok Building, 7<sup>th</sup> &amp; 8<sup>th</sup> Floor, 36-Janpath, New Delhi-110001.</li> <li>3. The Managing Director, CITCO, Sector – 17, Chandigarh.</li> <li>4. The Special Secretary, Finance Chandigarh Administration, Sector – 9, Chandigarh.</li> <li>5. The Director Tourism, Chandigarh Administration, Chandigarh.</li> <li>6. The Regional Employment Officer, Chandigarh Administration, Sector – 17,</li> </ol>

		<p>Chandigarh.</p> <p>7. Principal, Dr. Ambedkar Institute of Hotel Management, Sector 42-D, Chandigarh.</p> <p>8. Principal, Home Science College, Sector – 10, Chandigarh.</p> <p>9. The Chief Executive, Hotel Aroma, Sector 22-B, Chandigarh.</p> <p>10. The Director (A&amp; F), National Council for Hotel Management &amp; Catering Technology, Plot No .A-34, Sector 62, Institutional Area, Noida – 201301</p> <p>11. The Regional Director (North), Govt. of India, Tourist Office, 88-Janpath, New Delhi-110001.</p> <p>12. The Director (Delhi), Govt. of India, Ministry of Home Affairs, North Block, New Delhi-110001.</p> <p>13. Principal/Secretary, Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42-D, Chandigarh.</p>
1.7.2	Composition	It is as per MoA and given under 1.71. above.
1.7.3	Dates from which	15.02.1972

	constituted				
1.7.4	Term/ Tenure	By designation fixed			
1.7.5	Powers and functions	<a href="http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf">http://cihmct.co.in/wp-content/uploads/2021/03/MEMORANDUM-OF-ASSOCIATION.pdf</a>			
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.			
1.7.7	Whether the minutes of the meetings are open to the public?	NO			
1.7.8	Place where the minutes if open to the public are available?	Minutes of Meetings are not open to Public			
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]				
1.8.1	Name and designation	It is given here:			
1.8.2	Telephone, fax and email ID	<b>S.NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ADDRESS &amp; PHONE NO</b>
		1	MR. VISHAL KALIA	PRINCIPAL	CIHM, CHANDIGARH, SECTOR 42-D, CHANDIGARH, PHONE NO 9779998086, EMAIL ID: cihm42@gmail.com
		2	MR RAJAN ARORA	MO	
		3	MRS. SHASHI BHATIA	HOD	
		4	DR. J.P. KANT	HOD	
		5	MRS. SEEMA YADAV	SR LECTURER - CUM - SR INSTRUCTOR	
		6	MR. VIVEK NAROTRA	SR LECTURER - CUM - SR INSTRUCTOR	
		7	MR. ACHAL BISHT	SR LECTURER - CUM - SR INSTRUCTOR	
		8	MR PRANAV BHATT	LECTURER - CUM - INSTRUCTOR	

		<table><tr><td>9</td><td>MR ASHOK KUMAR RAY</td><td>ASSTT LECTURER - CUM - ASSTT INSTRUCTOR</td></tr><tr><td>10</td><td>MR PANKAJ KAUNDAL</td><td>ASSTT LECTURER - CUM - ASSTT INSTRUCTOR</td></tr><tr><td>11</td><td>MR SOUMYAJIT BANDYOPADHYAY</td><td>ASSTT LECTURER - CUM - ASSTT INSTRUCTOR</td></tr><tr><td>12</td><td>MR ANAND MALIK</td><td>ASSTT LECTURER - CUM - ASSTT INSTRUCTOR</td></tr><tr><td>13</td><td>MR TARUN</td><td>ASSTT LECTURER - CUM - ASSTT INSTRUCTOR</td></tr><tr><td>14</td><td>MR VINAY KUMAR</td><td>ASSTT LECTURER - CUM - ASSTT INSTRUCTOR</td></tr><tr><td>15</td><td>MR. RAJESH SHARMA</td><td>AO</td></tr><tr><td>16</td><td>MR.SURESH CHAND</td><td>SUPDT.</td></tr><tr><td>17</td><td>MR. MUNISH JULKA</td><td>SR ASSTT ACCTS</td></tr><tr><td>18</td><td>MR. DEVINDER SINGH</td><td>STOREKEEPER</td></tr><tr><td>19</td><td>MR. RAMKIRAN</td><td>CLERK</td></tr></table>	9	MR ASHOK KUMAR RAY	ASSTT LECTURER - CUM - ASSTT INSTRUCTOR	10	MR PANKAJ KAUNDAL	ASSTT LECTURER - CUM - ASSTT INSTRUCTOR	11	MR SOUMYAJIT BANDYOPADHYAY	ASSTT LECTURER - CUM - ASSTT INSTRUCTOR	12	MR ANAND MALIK	ASSTT LECTURER - CUM - ASSTT INSTRUCTOR	13	MR TARUN	ASSTT LECTURER - CUM - ASSTT INSTRUCTOR	14	MR VINAY KUMAR	ASSTT LECTURER - CUM - ASSTT INSTRUCTOR	15	MR. RAJESH SHARMA	AO	16	MR.SURESH CHAND	SUPDT.	17	MR. MUNISH JULKA	SR ASSTT ACCTS	18	MR. DEVINDER SINGH	STOREKEEPER	19	MR. RAMKIRAN	CLERK
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1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]																																		
1.9.1	List of employees with Gross monthly remuneration	<table><tr><th>S.NO.</th><th>NAME</th><th>PAY MATRIX LEVEL</th><th>GRAND TOTAL</th></tr><tr><td>1</td><td>MR. VISHAL KALIA, PRINCIPAL, GROUP A</td><td>L13</td><td>180914</td></tr><tr><td>2</td><td>MR RAJAN ARORA, MO, GROUP A</td><td>L22</td><td>180672</td></tr><tr><td>3</td><td>MRS. SHASHI BHATIA, HOD, GROUP A</td><td>L11</td><td>156064</td></tr><tr><td>4</td><td>DR. J.P. KANT, HOD GROUP A</td><td>L10</td><td>126670</td></tr></table>	S.NO.	NAME	PAY MATRIX LEVEL	GRAND TOTAL	1	MR. VISHAL KALIA, PRINCIPAL, GROUP A	L13	180914	2	MR RAJAN ARORA, MO, GROUP A	L22	180672	3	MRS. SHASHI BHATIA, HOD, GROUP A	L11	156064	4	DR. J.P. KANT, HOD GROUP A	L10	126670													
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		5	MRS. SEEMA YADAV, SR LECTURER - CUM - SR INSTRUCTOR GROUP A	L9	116730	
		6	MR. VIVEK NAROTRA SR LECTURER - CUM - SR INSTRUCTOR GROUP A	L9	107358	
		7	MR. ACHAL BISHT SR LECTURER - CUM - SR INSTRUCTOR GROUP A	L9	116832	
		8	MR PRANAV BHATT LECTURER - CUM - INSTRUCTOR GROUP B	L7	69870	
		9	MR ASHOK KUMAR RAY, ASSTT LECTURER - CUM - ASSTT INSTRUCTOR GROUP B	L6	59930	
		10	MR PANKAJ KAUNDAL ASSTT LECTURER - CUM - ASSTT INSTRUCTOR GROUP B	L6	59930	
		11	MR SOUMYAJIT BANDYOPADHYAY ASSTT LECTURER - CUM - ASSTT INSTRUCTOR GROUP B	L6	58226	
		12	MR ANAND MALIK ASSTT LECTURER - CUM - ASSTT INSTRUCTOR GROUP B	L6	58226	
		13	MR TARUN ASSTT LECTURER - CUM - ASSTT INSTRUCTOR GROUP B	L6	58226	
		14	MR VINAY KUMAR ASSTT LECTURER - CUM - ASSTT INSTRUCTOR GROUP B	L6	53824	
		15	MR. RAJESH SHARMA, AO GROUP A	L9	189152	
		16	MR.SURESH CHAND, SUPDT. GROUP B	L8	75000	
		17	MR. MUNISH JULKA, SR ASSTT ACCTS GROUP B	L7	109156	
		18	MR. DEVINDER SINGH, STOREKEEPER GROUP C	L6	109156	
		19	MR. RAMKIRAN, CLERK GROUP C	L6	77822	



1.9.2	System of compensation as provided in its regulations	Employees of <b>CIHM, CHANDIGARH</b> are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, DA, HRA, etc. as per 7 <sup>th</sup> CPC.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	a. Sh. Vishal Kalia, First Appellate Authority and Principal, Chandigarh Institute of Hotel Management & Catering Technology, Chandigarh; cihm42@gmail.com; 9779998086; b. Sh. Rajesh Sharma, CPIO & Assistant Administrative Officer, Chandigarh Institute of Hotel Management & Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a> ; 9779998086 c. Sh. Suresh Chand, APIO and Deputy Supdt., Chandigarh Institute of Hotel Management & Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a> ; 9779998086  Address: <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh – 160036</b> <a href="https://cihmct.co.in/wp-content/uploads/2023/08/RTI-AUTHORITY.pdf">https://cihmct.co.in/wp-content/uploads/2023/08/RTI-AUTHORITY.pdf</a>
1.10.2	Address, telephone numbers & email ID of each designated official.	
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	NIL
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	
1.12.1	Educational programmes	There is a separate Room/Office for RTI Cell to handle these matters at <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> . The institute organizes RTI Awareness Programmes for faculty, staff & students from time to time. Last year, the CPIO arranged one Session on RTI on 11.08.2024 for the students of the institute.

1.12.2	Efforts to encourage public authority to participate in these programmes	<b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> issues circulars/emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.
1.12.3	Training of CPIO/APIO	<p><b>Programmes to advance understanding of RTI training:</b></p> <p><b>Mr Rajesh Kumar Sharma, CPIO CIHM Chandigarh attending the training programme pertaining to advanced understanding training of RTI conducted by Ministry of Personnel, New Delhi in collaboration with Chandigarh Administration, Chandigarh on 13.07.2012 under Peripatetic training programme at U.T. Guest House, Sector 6, Chandigarh and on 21-22 January'2013.</b></p>
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	<b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> updates & publishes Guidelines on RTI on regular intervals and it is last updated in the website on 14.05.2025.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	<b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> is autonomous institute (under Chandigarh Administration and Ministry of Tourism; Govt. of India), as such no external transfers are made. However, internal transfers are made depending on need & requirements.
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	Fund Allocation for the Year 2024-25:
2.1.2	Budget for each agency and plan & programmes	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the organization level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department. <a href="https://cihmct.co.in/wp-content/uploads/2025/05/2024-2025-AND-THE-LIKELY-R.E.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/2024-2025-AND-THE-LIKELY-R.E.pdf</a>
2.1.3	Proposed expenditures	As detailed under 2.1.1 above
2.1.4	Revised budget for each agency, if any	As detailed under 2.1.1 above
2.1.5	Report on	Report on disbursement are made available in Annual Report

	disbursements made and place where the related reports are available	<a href="https://cihmct.co.in/wp-content/uploads/2025/05/Secretary-Report-from-01.04.2024-to31.03.2025.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/Secretary-Report-from-01.04.2024-to31.03.2025.pdf</a>
2.1.6	Information related to procurements- (a) Notice/ tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	<b>Notice/tenders are not issued. However, all the purchases are made through GEM portal.</b>  <a href="https://cihmct.co.in/wp-content/uploads/2025/05/TENDERS.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/TENDERS.pdf</a>
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.

2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit.						
					NO. OF MEMBER S IN THE OFFICIAL DELEGATION		
		SR NO:	PLACE VISITED	THE PERIOD OF VISIT		EXP ON VISIT	REMARKS
		1	HOTEL SAMRAT NEW DELHI	29.4.24 TO 1.5.24	1	12038	TDP WORKSHOP
		2	CIDAD DE GOA GOA	15.10.24 TO 19.10.24	1	38731	FHRAI CONVENTION
		3	THE ASHOK NEW DELHI	4.11.24	1	1619	AGM OF NCHMCT
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]						
2.3.1	Name of the programme of activity	Not Applicable as <a href="#">Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</a> does not offer Subsidy Programme.					
2.3.2	Objective of the programme						
2.3.3	Procedure to avail benefits						
2.3.4	Duration of the programme/ scheme						
2.3.5	Physical and financial targets of the programme						
2.3.6	Nature/ scale of subsidy /amount allotted						
2.3.7	Eligibility criteria for grant of subsidy						
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)						

2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as Chandigarh Institute of Hotel Management & Catering Technology, Sector 42D, Chandigarh does not allocate any Discretionary and non-discretionary grants to State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as Chandigarh Institute of Hotel Management & Catering Technology, Sector 42D, Chandigarh does not permit any Concessions.
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both	CAG Audit for the financial year 2023-24 is completed and Separate Audit Report is received from CAG office. Annual Report along with separate Audit Report for the financial year 2023-24 is uploaded on web portal. <a href="https://cihmct.co.in/wp-content/uploads/2025/05/AUDIT-PARAS.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/AUDIT-PARAS.pdf</a>

	houses of the parliament.	
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	The detail about Relevant Acts, Rules, Forms and other documents is given under 1.5.1 – 1.5.3 and 1.6.1 above which are normally accessed by citizens.
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	<p>The organization needs support, cooperation and suggestions of citizens of the country. Thus, the organization encourages public participation and guidance through members representing them in Council and Board. The Board of Governors of <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> comprising of The Secretary Tourism, Chandigarh Administration; The Senior Economic Advisor, Ministry of Tourism; The Managing Director, CITCO, Chandigarh; The Special Secretary, Finance, Chandigarh Administration; The Director Tourism, Chandigarh Administration; The Regional Employment Officer, Chandigarh Administration; Principal, Dr. Ambedkar Institute of Hotel Management, Chandigarh; Representatives of Industries (The Chief Executive, Hotel Aroma, Sector 22-B, Chandigarh) as detailed under 1.7.1 above, who contribute their inputs in the policy and provide guidance to the Board of Governors of the <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b>.</p> <p>Day &amp; time allotted for visitors: From 09.30AM to 05.30PM</p> <p>Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants:</p> <p>Name and designation of the public information officer (PIO), Assistant Public Information (s), Nodal Officer &amp; Appellate Authority</p> <ul style="list-style-type: none"> <li>• Sh. Vishal Kalia, First Appellate Authority and Principal, Chandigarh Institute of Hotel Management &amp; Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a>; 9779998086;</li> <li>• Sh. Rajesh Sharma, CPIO &amp; Assistant Administrative Officer, Chandigarh Institute of Hotel Management &amp; Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a>; 9779998086</li> <li>• Sh. Suresh Chand, APIO and Deputy Supdt., Chandigarh Institute of Hotel Management &amp; Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a>; 9779998086</li> </ul> <p><b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh - 160036</b></p>
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	

3.1.5	Public- private partnerships (PPP)- Concession agreements	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Detail is given under 3.1.1 above
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Information manual/handbook available in Electronic format – Yes It is available in the website of the Department of Food & Public Distribution ( <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> ).



3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes, Information manual/handbook of Chandigarh Institute of Hotel Management & Catering Technology, Sector 42D, Chandigarh is available in its website: ( <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> ).
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	Hindi	
4.1.2	English	Yes, English version of Information Manual/Handbook Chandigarh Institute of Hotel Management & Catering Technology, Sector 42D, Chandigarh is uploaded in its website: ( <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> )
4.1.3	Vernacular/ Local Language	Since the Vernacular/local language for CIHM is Hindi, hence the document at 4.1.1 above is applicable.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	14.05.2025
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.1.1 above. The information can be accessed at the website of the institute: ( <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> );
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the Chandigarh Institute of Hotel Management & Catering Technology, Sector 42D, Chandigarh. Information pertaining to activities dealt by the organization is provided to the users who demand the information. Office

		Address: <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> . The information is also uploaded on its website: ( <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> ) for general reference.
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id: <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a> seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	09:30 AM to 5:30 PM from Monday to Friday (except Public Holidays)
4.4.3	Contact person & contact details (Phone, fax email)	Sh. Rajesh Sharma, CPIO & Assistant Administrative Officer, Chandigarh Institute of Hotel Management & Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a> ; 9779998086
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. The details is given in the website: <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> ; Refer to 1.1.6
4.5.2	List of completed schemes/ projects/ Programmes	The list of programmes/schemes completed are available in the Annual Report. <a href="https://cihmct.co.in/wp-content/uploads/2025/05/Secretary-Report-from-01.04.2024-to31.03.2025.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/Secretary-Report-from-01.04.2024-to31.03.2025.pdf</a>
4.5.3	List of schemes/ projects/ programme underway	<a href="https://cihmct.co.in/wp-content/uploads/2025/05/Secretary-Report-from-01.04.2024-to31.03.2025.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/Secretary-Report-from-01.04.2024-to31.03.2025.pdf</a>
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals. <a href="https://cihmct.co.in/wp-content/uploads/2025/05/TENDERS.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/TENDERS.pdf</a>
4.5.5	Annual Report	It is available at:
4.5.6	Frequently Asked Question (FAQs)	FAQs about RTI , Refer to Annexure - I
4.5.7	Any other information such as - (a) Citizen's Charter,	A Citizens' Charter represents the commitment of the organization towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/

	(b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen’s Charter	Stakeholders, Specification of Time Frame for each service being rendered by the organization.										
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]											
4.6.1	Details of applications received and disposed		Month and Year	Number of Applications received			Number of Applicants towhom information provided withintime	Registration Fee Collected	Additional Fee Collected	Number of Application rejected/ returned to Applicant	Number of Applications transferred toother public authority	Number of Application s received/ Replied by FAA
4.6.2	Details of appeals received and orders issued			Physical Mode	Online vide RTI MIS Web Portal	Total						
Year 2023-24												
April '2023			---	--	--	--	--	--	--	--		
May '2023			2	--	2	2	Rs. 10/-	--	--	--		
June '2023			1	--	1	1	--	--	--	--		
July '2023			--	--	--	--	--	--	--	--		
Aug '2023			--	--	--	--	--	--	--	--		
Sep '2023			2	--	2	2	--	--	--	--		
Oct '2023			1	--	1	1	Rs. 10/-	--	--	--		
Nov '2023			3	--	3	3	--	--	--	--		
Dec '2023			1	--	1	1	--	--	--	--		
Jan '2024			--	--	--	--	--	--	--	--		
Feb '2024			2	--	2	2	--	--	--	--		
Mar'2024			4	--	4	4	Rs. 10/-	--	--	--		
Total for 2017-18			16	--	16	16	₹ 30/-	--	--	--		

Month and Year	Number of Applications received			Number of Applicants towhom information provided withintime	Registration Fee Collected	Additional Fee Collected	Number of Application rejected/ returned to Applicant	Number of Applications transferred toother public authority	Number of Application s received/ Replied by FAA
	Physical Mode	Online vide RTI MIS Web Portal	Total						
<b>Year 2024-25</b>									
April '2024	---	--	--	--	--	--	--	--	--
May '2024	---	--	--	--	--	--	--	--	--
June '2024	1	--	1	1	--	--	--	--	--
July '2024	--	--	--	--	--	--	--	--	--
Aug '2024	--	--	--	--	--	--	--	--	--
Sep '2024	--	--	--	--	--	--	--	--	--
Oct '2024	2	--	2	2	--	--	--	--	--
Nov '2024	--	--	--	--	--	--	--	--	--
Dec '2024	--	--	--	--	--	--	--	--	--
Jan '2025	3	--	3	3	--	--	--	--	--
Feb '2025	1	--	1	1	--	--	--	--	--
Mar'2025	--	--	--	--	--	--	--	--	--
<b>Total</b>	<b>07</b>	--	<b>07</b>	<b>07</b>	--	--	--	--	--

4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given in the Parliament	During 2024-25, the institute has not received any Question from Parliament & Rajysabha.
5	Information as may be prescribed	
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier	Current CPIO & FAA: a. Sh. Vishal Kalia, First Appellate Authority and Principal, Chandigarh Institute of Hotel Management & Catering Technology, Chandigarh; cihm42@gmail.com; 9779998086;

	CPIO & FAAs from 1.1.2015	<p>b. Sh. Rajesh Sharma, CPIO &amp; Assistant Administrative Officer, Chandigarh Institute of Hotel Management &amp; Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a>; 9779998086</p> <p>c. Sh. Suresh Chand, APIO and Deputy Supdt, Chandigarh Institute of Hotel Management &amp; Catering Technology, Chandigarh; <a href="mailto:cihm42@gmail.com">cihm42@gmail.com</a>; 9779998086</p> <p>Earlier CPIO &amp; FAA: Earlier CPIOs and FAAs are given here:</p> <table><tr><th>Sl. No.</th><th>From – to</th><th>Name</th><th>Designation under RTI</th></tr><tr><td>01.</td><td>05.06.2009 - 19.03.2020</td><td>Mr T.K. Razdan</td><td>FAA</td></tr><tr><td>02.</td><td>01.04.2020– TILL Date</td><td>Mr Vishal Kalia</td><td>FAA</td></tr><tr><td>03.</td><td>2008 – TILL Date</td><td>Mr Rajesh Sharma</td><td>CPIO</td></tr></table>	Sl. No.	From – to	Name	Designation under RTI	01.	05.06.2009 - 19.03.2020	Mr T.K. Razdan	FAA	02.	01.04.2020– TILL Date	Mr Vishal Kalia	FAA	03.	2008 – TILL Date	Mr Rajesh Sharma	CPIO
Sl. No.	From – to	Name	Designation under RTI															
01.	05.06.2009 - 19.03.2020	Mr T.K. Razdan	FAA															
02.	01.04.2020– TILL Date	Mr Vishal Kalia	FAA															
03.	2008 – TILL Date	Mr Rajesh Sharma	CPIO															
5.1.2	Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	<p><b>The Third Party Transparency Audit of the Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh was carried out by NITTTR, Chandigarh during 2022-23 and 2023-24 as per detail given below:</b></p> <p><b>For 2022-23, date of Conduct of Audit: 14.08.2023</b> (<a href="https://cihmct.co.in/wp-content/uploads/2025/05/AuditedReport_CIHMCT_Chandigarh_2022-23.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/AuditedReport_CIHMCT_Chandigarh_2022-23.pdf</a>)</p> <p><b>For 2023-24, date of Conduct of Audit: 26.04.2024</b> (<a href="https://cihmct.co.in/wp-content/uploads/2025/05/AuditedReport_CIHMCT_Chandigarh_2023-24.pdf">https://cihmct.co.in/wp-content/uploads/2025/05/AuditedReport_CIHMCT_Chandigarh_2023-24.pdf</a>)</p>																
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	Smt Shashi Bhoria Bhatia, Nodal Officer and HOD, CIHM, Sector 42-D, Chandigarh																
5.1.4	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation	NOT APPLICABLE																

	of the officers	
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name& Designation of the Officers	NOT APPLICABLE
6	Information Disclosed on own Initiative	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information of <b>Chandigarh Institute of Hotel Management &amp; Catering Technology, Sector 42D, Chandigarh</b> , is disclosed in the website of institute: ( <a href="https://cihmct.co.in/">https://cihmct.co.in/</a> ) which is updated on regular intervals
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances& Pensions	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

**Chandigarh Institute of Hotel Management & Catering Technology,**  
(Under Ministry of Tourism Govt. Of India)  
**Sector 42D, Chandigarh - 160036**

Annexure – I

**Frequently Asked Question (FAQs)**

**Q.1. What is Information?**

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

**Q.2. What is a Public Authority?**

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

**Q.3 What is a Public Information Officer?**

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

**Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?**

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

**Q.5. What is the Fee for the BPL applicant for Seeking Information?**

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

Q.6. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.8. Is there any provision for exemption from Disclosure of Information?

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

Q.9. Is there any assistance available to the Applicant for filing RTI application?

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

Q.10. What is the Time Period for Supply of Information?

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

Q.11. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

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

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



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

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

Q.14. What is Third Party Information?

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

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

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

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

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