

**BYE-LAWS OF CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT (CHANDIGARH) SOCIETY REGD.**

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

**DEFINITIONS:-**In these bye-laws, except where the context indicates otherwise.

1. The expressions 'Society', 'Board', 'Executive Committee', 'Secretary', 'Institute', 'State Government' & 'Central Government' shall have the meaning assigned to them in the Memorandum and/or rules of the Institute of CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT (CHANDIGARH) SOCIETY ;
2. 'Financial Year' shall mean the financial year followed by the State and Central Governments.

**(I) Bye-Laws relating to financial, budgetary and Accounts Matters: BUDGET**

**PROCEDURE:**

1. The Budget Estimates of the Society for each financial year shall be prepared by the secretary in the forms prescribed by the State Government in terms of Rule No. 25 of the Rules of the Society and shall be submitted by the Secretary with such explanatory notes and recommendations as may be necessary for consideration at a meeting of the Executive Committee to be held not later than the 31<sup>st</sup> of July, of the preceding Financial Year. The Executive Committee shall consider the Budget estimates and may approve them or offer such comments or suggest such changes as it may consider necessary and appropriate.
2. The Budget Estimates of each Financial Year as approved by the Executive Committee shall be placed before a meeting of the Board to be held before the 15<sup>th</sup> August, of the preceding Financial Year. The Board shall consider the Budget Estimates and may approve them or offer such comments or suggest such changes as it may consider necessary and appropriate.
3. Copies of the Budget Estimates and the explanatory notes as thereon shall be sent to each member of the Executive Committee and of the Board by Registered Post at least ten clear days before the meeting of the Executive Committee or the Board at which these estimates are to be considered.
4. The Budget Estimates of each Financial Year, as approved by the Board, shall be submitted to the State and Central Governments not later than the 31<sup>st</sup> of August, of the preceding Financial Year.
5. The Budget Estimates of each Financial Year as approved by the Board and accepted by the State and Central Governments shall be reviewed and revised, at the time of preparation of the Budget Estimates for the ensuing Financial Year. These Revised Estimates submitted to the Executive Committee, the Board and the State

and Central Governments successively as indicated in bye-laws(1),(2),(3)&(4) along with the Budget Estimates of the ensuing Financial Year.

6. While submitting the Budget Estimates to the Executive Committee and the Board, the Secretary shall group the individual items in the Estimates into a number of small groups. A specimen grouping is given in Annexure - II to these bye-laws. The approval by the Board of the Budget Estimates shall constitute an approval of such grouping also. After the estimates are approved by the Board, the Executive Committee shall have full power to effect adjustments among the Items within a group so long as the total expenditure estimates for the group is not exceeded. The Board shall have full powers to effect adjustments between one group and another.

**POWERS OF EXPENDITURE:**

7. Subject to the availability of funds in the approved Budget Estimates, and subject further to such bye-laws regulations or instruction as have been or may be laid down by the Board to govern the procedure to be followed and the powers to be exercised by various authorities in regard to specific types or classes of cases such as the creation of posts, appointments, purchases of stores, etc. expenditure out of the funds of the Society may be sanctioned by the following authorities to the extent indicated:-

<b><u>Board of Governors:</u></b> 29.11.2006	<b><u>Nature of Expenditure</u></b>	<b><u>Sanctioning Authority</u></b>	<b><u>Extent powers</u></b>
	1. Capital Expenditure	The Board	Full powers
	2. Revenue Expenditure		Not exceeding
	a) Repetitive	Secretary	Rs.20000/-P.M. on each item.
		Executive Committee	Not exceeding Rs.200000/- On each item
		Board of Governors	Full powers
	b) Non-Repetitive	Secretary	Rs.100000/-p.m. In each case
		Executive Committee	Not exceeding Rs.500000/- In each case
		The Board of Governors	Full powers

### **Bank Account, withdrawal & Permanent Advance:**

- |                                   |   |
|-----------------------------------|---|
| 1. Permanent Advance              | Rs.30,000/-   |
| 2. Petty Advance                  | Rs.3000/-   |
| 3. Bank Account withdrawal by P/S | Rs.50,000/- (Cheque exceeding Rs.50,000/- only be counter signed by one of Member of Executive Committee) |

**EXPLANATION:** The expression “Repetitive” and “Non-repetitive” imply a distinction between sanctions which involve repeated payments of a fixed figure at definite intervals and sanctions which involve expenditure on one single item or a number of closely related items and which cease to be effective as soon as this expenditure has been incurred. For instance, if furniture is hired or if a shed is taken on rent on the sanction once accorded is a standing for repeated payments of a stated amount every month, if on the other hand sanction is accorded to the purchase of stores, Stationery etc. each sanction can cover only a single item or a number of closely related items and the sanction will expire as soon as the purchase has been completed.

#### **b) Purchase of Vegetables, Fruits & Meat etc.:** (B.O.G.26.3.81)

The purchase of Fruit, Vegetables and Meat etc. be purchased under the personal supervision of the Storekeeper and at the end of the month Storekeepers should certify that items had been purchased at the lowest market rates after surveying the market with the provision that an occasional check should be made by the Principal of the Institute.

#### **RECORD OF SANCTIONS:**

8. The approval of the Budget Estimates by the Board shall be regard as Equivalent to financial sanctions in respect of the following items in the respective recurring expenditure budget account.
  1. Staff salaries etc. a,b,c,d,e.
  2. Scholarships
  3. Maintenance & Repair
  4. Student activities
  5. Operational Costs a,b,c,d,e,f,g,h,i.
  6. Expenditure on Training Food
  7. Miscellaneous academic expenses a,b,c,d.
  8. Office expenses, a,b,d.
  9. Bank charges.

The remainder of the items of the recurring expenditure should be covered by sanctions given by the appropriate authorities and recorded before the expenditure is actually incurred.

### **BANKACCOUNT&WITHDRAWALS:**

9. The bankers of the Society shall be the State Bank of India. All the moneys at the disposal of the Society, with the exception of the permanent advance referred to in bye-law (10) & the moneys deposited in the fixed deposits or invested in accordance with such rules of bye-laws as may be laid down for the purpose shall be deposited into the Society's account in the bank and shall not be withdrawn except on cheque signed by the Secretary of the Society provided that cheques exceeding Rs.50,000/- (Rupees fifty thousand ) shall be countersigned in addition by any one of the members of the Executive Committee. The member who so countersigns will satisfy himself that the expenditure has been sanctioned by the competent authority and that the Secretary's pay-order has been duly recorded. The cheque books and other documents relating to the bank account shall remain in the personal custody of the Secretary.

### **PERMANENTADVANCE**

10. A sum of Rs.30,000/- (Rupees thirty thousand) shall be placed at the disposal of the Secretary as a permanent advance for meeting office contingencies, petty expenditure and miscellaneous or emergent payments of any kind which to be made in cash provided that payments exceeding Rs.200/- (Rupees two hundred only) in amount shall as far as possible be made by cheque. The Secretary may in turn place the permanent advance in the custody of responsible administrative official of the Institute. The Expenditure of the permanent advance shall be incurred in accordance with the relevant bye-laws. An account of such expenditure shall be maintained and the permanent advance shall be recouped as often as may be necessary and in any case not less frequently than once a week.

### **MAINTENANCEOFACCOUNTS:**

11. The accounts of the Society shall be maintained by the Secretary in accordance with the normal commercial principles of double entry book keeping, and all the necessary accounts, documents and books shall be maintained in accordance with common commercial practice with particular reference to the practice prevalent in catering establishments.

### **AUDIT:**

12. The accounts of the Society shall be got audited annually by auditors to be appointed by the Board.

## **SUBMISSION OF AUDITED ACCOUNTS TO THE BOARD:**

13. The audited accounts of the Society for each Financial Year together with the auditor's report thereon and accompanied by such other documents, notice etc. as may be necessary shall be placed by the Secretary before the Board at a meeting to be held on such date or dates as may enable the Society to submit the said accounts and documents duly approved by the Board to the State and Central Governments by the date prescribed for such submissions.

## **II. CREATION OF POSTS AND APPOINTMENTS:-**

### **CREATION:**

(1) Subject to the availability of funds in the approved budget estimates, sanction to the creation of posts under the Society shall be accorded by the following authorities to the extent indicated:- (B.O.G.23.3.83)

#### **SANCTIONING AUTHORITY**

#### **EXTENT OF POWERS**

The Secretary

The creation of posts the maximum of the Pay scale of which does not exceed Rs.10300-34800+3800/-

The Executive Committee

The creation of posts the maximum of the pay scale of which does not exceed Rs.10300-34800+5000/-

The Board

Full Powers.

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

### **RECORD OF SANCTIONS TO POSTS:**

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

### **APPOINTMENTS:**

(i) POWERS

(ii) PROCEDURE

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

- (5) When one or more appointments have to be made the authority competent to make the appointments, shall first lay down the requirements as clearly and in as detailed a manner as possible viz. the duties to be performed, the requirements in terms of educational or other qualifications and practical experience, the appropriate age limits etc. indicating whether, and if so to what extent, these could be relaxed if the need arises; and shall then decide whether the appropriate method(s) of recruitment to the given Post(s) would be recruitment from the open market, or the promotion of suitable persons already in the employment of the Society, or the borrowing of the services of experienced persons in the employment of the State or Central Government or other organizations, or a selection from amongst suitable persons recommended by the members of the Board or the Executive Committee or brought otherwise to the notice of the appointing authority or a combination of several of these methods.
- (6) In the event of recruitment from the open market the vacancies shall be given as wide publicity as possible by means of advertisement in a number of prominent newspapers.
- (7) In the event of promotion from amongst persons already in the employment of the Society, the field of choice shall first be defined, i.e. the post or posts from which promotion to the given vacancy should be made, the length of service which the person to be selected should possess in capacities to be specified, etc. and then a selection shall be made from amongst all the eligible candidates in the field of choice.
- (8) For all appointments exceeding the powers of the Secretary the selection of candidates for appointment shall be made by the standing selection committee to be appointed by the Board. The Selection Committee may co-opt others as Advisers, the recommendations of the selection committee shall be placed before the authority competent to accord final approval to the proposed appointment or appointments in terms of bye-laws II(4).

**FORM OF OFFER OF APPOINTMENT AND JOINING REPORT:**

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

**III. Purchase of Equipments, Stores and Supplies:**(B.O.G.26.8.81)-Purchase Power

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

**METHODS:**

2. Items of equipments, materials, furnishing, linen, fittings and fixture, stationery and other articles and stores required by the society shall as possible be purchased by the system of open tender, i.e. by advertisement through important newspapers.

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

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

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

**ACCEPTANCE OF TENDER:**

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

**FORM OF TENDER ENQUIRY:**

5. Where tender enquiries are issued whether by means of advertisements or by means of a letter addressed to a limited number of suppliers, the following points shall be borne in mind.
  - (a) Enquiries shall be addressed by the Secretary for and on behalf of the Society, and acceptance of tender shall be similarly signed.
  - (b) A time limit shall be set for the receipt of tenders (which shall be required to be submitted in sealed envelopes), and a time and place specified for the opening of tenders;
  - (c) The enquiry shall clearly set forth the quantity and specifications of the articles or stores required, the place and mode of delivery, the time by which delivery is required, the arrangements for the inspection of the articles or stores prior to acceptance (if considered necessary), the payment procedure, etc. The form of enquiry given in Annexure – VII to these bye-laws may be used as a specimen. Please note that form is only a specimen and may be suitably varied in accordance with the nature of the articles required.

## **CONTRACTUALIMPLICATION**

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

## **IV. CONTRACTS**

### **AUTHORITIESCOMPETENTTOAPPROVECONTRACTS:**

- (1) The form and substance of contracts involving a financial consideration exceeding the expenditure powers of the Secretary shall require an approval by the Executive Committee and the form & substance of contract involving a financial consideration exceeding the expenditure powers of the Executive Committee shall require approval by the Board.

### **LEGALADVICETOBETAKEN:**

- (2) The drafts of all contracts involving a financial consideration exceeding Rs.3,000/- (Rupees three thousand only) shall be shown to a solicitor of repute for advice as to the correctness of their form, before they are approved by the appropriate authority. In respect of contracts involving a financial consideration not exceeding Rs.3000/-(Rupees three thousand only) the authority competent to approve the form and substance of the contract shall at its discretion decide whether the advice of a solicitor need be taken.

### **GENERALPRINCIPLESTOBEBORNEINMIND:**

- (3) The following general principles should be observed while entering into contracts on behalf of the society:-
- (a) The terms should be precise and definite: the quantity and quality of work to be done or supplies to be made, the specifications to be complied with, the time within which the work or supplies should be completed, the conditions to be observed, the security(if any)to be lodged, the terms upon which the payment will be made and the penalties (if any) to be exacted for non-compliance with any of the terms and conditions, should be stated clearly.
  - (b) The terms of the contract once entered into should not be materially varied without the previous consent of the authority competent to approve the contract as so varied.
  - (c) Provision must be made for safe guarding the property of the society, if any, entrusted to the contractor.

## **EXECUTION:**

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

**V. WRITE OFF OF LOSSES ETC.**  
**POWERS OF SPECIFIED AUTHORITIES**

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

<b><u>NATURE OF LOSS</u></b>	<b><u>AUTHORITY</u></b>	<b><u>MONETARY LIMIT UP TO WHICH THE LOSS MAY BE WRITTEN OFF IN EACH CASE</u></b>
Irrecoverable losses Of stores or deficiencies In the value of stores Included in the stock And other accounts.	a) Secretary	Rs.1000/-
	b) Executive Committee	Rs.10,000/-
	c) Board of Governors	Full Powers

**UNSERVICEABLE OBSOLETE OR SURPLUS STORES.**

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

**VALUE OF STORES TO BE WRITTEN OFF:**

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

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## ANNEXURE TO THE BYELAWS

### ANNEXURE: ITOTHEBYELAWSOF THECHANDIGARHINSTITUTE OFHOTEL MANAGEMENT, (CHANDIGARH), SOCIETY

**SUBJECT:** Procedure of submission of budget estimates and the Statements of Accounts and the sanctioning grants, as laid down by the Central Government.

**(i) BUDGET ESTIMATES:**

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

- (d) A report on the working of the Institute up-to-date should also be submitted in duplicate alongwith the budget estimates.
- (e) After the revised estimates for the current year and the budget estimates for the ensuing year are received by the end of August as aforesaid, they will be scrutinized by the Government and the Government's Comments, if any, will be sent to the Society as early as possible.

## 2. **SANCTIONSTOGRANTS**

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

- i) 30% (Thirty percent) of the admissible grant for the recurring expenditure of a given financial year will be made available to the Society by the first week of April of that year;
- ii) A further 30% (Thirty percent) will be made available in the first week of July; and the balance, after the adjustment of surplus grant for recurring expenditure if any, carried forward from the previous year as well as after such other adjustments as are found necessary will be made available to the Society after the receipt of the revised estimates for the year in question, and as far as possible by the first week of October of that year.
- iii) The admissible grant for capital expenditure will also be made available in three installments alongwith the installments of the grant for the recurring expenditure as indicated above. However, the percentage mentioned above will not apply to the grants for capital expenditure. Such proportions of the grants for capital expenditure as are required by the Society and are considered necessary in the light of the progress and programme of works, purchases etc. will be made available to the Society of each occasion.
- iv) For the purpose of the release of the grants in the manner afore said the Society will send requisitions for the appropriate installments of the grants for capital and recurring expenditure respectively (i) by the first week of March (ii) by the first week of June and (iii) alongwith the revised estimate.
- v) Though the Government may issue consolidated cheques to the Society, the grants for capital and recurring expenditure will be calculated and accounted for separately.

## 3. **MAINTENANCEOFACCOUNTS,RECORDOFASSETSETC.**

- a) The Society will maintain detailed accounts of expenditure and receipts in the usual commercial manner on the basis of double entry book keeping. At the end of financial year the Society will get an income and expenditure account of the Institute as well as separate trading and profit and loss accounts in respect of the cafeteria, if any, compiled and audited by a reputable firm of Chartered Accountants. The accounts of

expenditure and receipts in respect of hostels and staff quarters, if any, should be maintained separately. Proforma though these receipts and expenditure will also be reflected in the main accounts of the Society. No detailed forms are being prescribed for the accounts to be maintained by the Society. The Society should maintain the accounts in consultation with their auditors in the form and manner in common use in commercial practice. The audited statement of accounts for the previous financial year should be submitted to the Government by the Society alongwith its revised estimates for the current financial year and the budget estimates for the ensuing financial year i.e. by 31<sup>st</sup>August positively.

- b) The Society should also maintain a register of permanent and semi permanent assets acquired wholly or mainly out of Governments Grants in the form given in Annexure –II to this letter. A Copy of the register of assets should be furnished to the Government alongwith the audited statement of accounts annually.
- c) The assets acquired wholly or substantially out of Government grants should not without the prior sanction of the Government be encumbered disposed of or utilized for purposes other than these for which the grants are sanctioned.
- d) The books and accounts of the Society and its subsidiary bodies, if any should be open to scrutiny by the Indian Audit and accounts departments, should that department consider such scrutiny necessary.

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

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**ANNEXURE-I**

Face Sheet-Statement of Grant Calculation

Particulars	Estimated Budget for the year	Revised Estimate For the current F.Year	Budget estimate For the ensuing F.Year	Remarks Actual
1	2	3	4	5

**I. CAPITAL**

1. Anticipated Capital

Expenditure (as per Sec.I)

2. Anticipated Capital

Receipts if any (Details to be furnished in a Statement to be attached).

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3. Net Capital Exp.

(I) minus (2)

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4. Capital Grant already Sanctioned by the Govt. in the Current Financial year

Items 4 & 5 will be applicable to Col. 2 & not to 3

5. Surplus capital grants if any carried forward from the previous financial year

6. Further capital grants now required or surplus capital Grant anticipated. Difference Between (3) & the sum of 4 & 5

Total Rs.

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**II. RECURRING**

1. Anticipated recurring  
Expenditure(as per Sec.II)(1)

2. Anticipated Revenue  
Receipts(as per Sec.2)

3. Net Recurring Expenditure  
Anticipated(I) minus (2)  
Total Rs.

\_\_\_\_\_  
\_\_\_\_\_

4. Grant in Aid already sanctioned for  
Recurring expenditure in the current  
Financial year

5. Surplus Revenue Grant  
carried forward from  
the previous year

Items 4&5  
applicable  
to Col.2  
& not to 3

6. Further grants now  
required or Surplus revenue  
Grant anticipated.(Difference  
Between (3) & the sum of 4 & 5)  
Total Rs.

\_\_\_\_\_  
\_\_\_\_\_

Certified that the Revised Estimated for the year 20..... and the Budget  
Estimates for the year 20..... as detailed in the enclosed statements have been  
approved by the Board of Governors of the Society held on \_\_\_\_\_.

Dated:

Secretary  
Chandigarh Institute of Hotel Management

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**CHANDIGARHINSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH SECTION – CAPITAL EXPENDITURE**  
**(for details see Appendix-II)**

Particulars	Estimated Budget F.Year	Revised Estimate for the current F. Year	Budget estimate for the ensuing F. Year	Remarks Actual the year
1	2	3	4	5

**I. BUILDING**

1. Institute Building
2. Hostel
3. Staff Quarters
4. Cafeteria
5. Other subsidiary Bldg.
6. If any

Total Rs. \_\_\_\_\_

**II. EQUIPMENTS**

1. For the Institute
2. For the Hostels
3. For the Staff Quarters
4. For the Cafeteria
5. Other Items

Total Rs. \_\_\_\_\_

**III. FURNITURE, FIXTURE & FITTING**

1. For the Institute
2. For the Hostels
3. For the Staff Quarters
4. For the Cafeteria
5. Other Items

Total Rs. \_\_\_\_\_

**IV. LIBRARY**

Total Rs. \_\_\_\_\_

**V. OTHER ITEMS**

1. Details

Grant Total Rs. \_\_\_\_\_

TOTAL CAPITAL ESTIMATES OF  
 1+2+3+4+5+

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**Section –II – RECURRING EXPENDITURE & RECEIPTS**

**(1)Expenditure Estimates (for details see Appendix–I&II)**

1	2	3	4	5
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**I. STAFF**

- a) Salaries dearness, compensatory & HRA, Contribution to the Provident Fund.
- b) Leave Salary & Pension Contribution in respect of borrowed staff.
- c) Traveling allowance, Honorarium etc.
- d) Medical Charges
- e) Uniforms & Aprons

Total Rs. \_\_\_\_\_

- 2. Scholarships, Fellowships, Medals & Prizes Rs.
- Less Cash in hand Rs.

Total Rs. \_\_\_\_\_

**3. Maintenance & Repairs**

- a) Building
- b) Furniture, Fixture & Fitting maintenance replacement.
- c) Equipments  
Maintenance  
Replacement.
- d) Lands & Garden
- e) Library Maintenance

Total Rs. \_\_\_\_\_

- 4. Students Activities (educational Trips sports etc.)

Total Rs. \_\_\_\_\_

**5. OPERATIONAL COSTS**

- a) Electricity
- b) Fuel, Gas Coal & Oils
- c) Water Charges

- d) Lab equipment, chemicals
- e) Light equipment not of cap. Nature
- f) Glass ware& Crockeryetc.
- g) Conveyance &Cartage
- h) Cleaning Material
- i) FirstAid

6. Expenditure on Training Materials  
 “Training Food”

TotalRs. \_\_\_\_\_

7. **MISCELLANEOUSACADEMICEXPENSES**

- a) Visual Aids& Charts
- b) Cost of Text Books
- c) Newspapers& Periodicals
- d) Membership of Society subscription etc.
- e) Cost of Prospectus

Total Rs. \_\_\_\_\_

8. **OFFICEEXPENSES**

- a) Post & Telephone &Telegram Charges
- b) Printing & Stationery
- c) Advertisement & Publicity
- d) Contingencies

Total Rs. \_\_\_\_\_

9. **FIXEDCHARGES**

- a) Audit Fees
- b) Bank Charges
- c) Insurance
- d) Rent

TotalRs. \_\_\_\_\_

10.

- a) Municipal Taxes on property

TotalRs. \_\_\_\_\_

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**CHANDIGARHINSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**(2) ANTICIPATED RECEIPTS**

**(Details in Appendix- III)**

Face Sheet- Statement of Grant Calculation

Particulars	Estimated Budget for the year	Revised Estimate for the current F.Year	Budget estimate for the ensuing F.Year	Remarks
1	2	3	4	5

**I. FEES**

- Registration
  - Tuition
  - Caution
  - Examination
  - Identity Card
  - Medical Examination
  - Physical Education
  - Library
  
  - 2. Collections for students activities
  - 3. Sales of Prospectus and other Literature
  - 4. Charges for food used in the Institute as part of Training "Training Food"
  - 5. Collections of Hostel Charges
  - 6. Rent electricity charges to be collected for staff quarters
  
  - 7. Charges for clothing supplied if any.
  - 8. Other receipts (collection for phone Calls etc.)
  - 9. Cafeteria Profits
  - 10. Scholarships
- Total Revenue \_\_\_\_\_
- Receipt Rs.: \_\_\_\_\_

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**CHANDIGARHINSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**(Summary of Appendix-III)**

Courses	Estimated Budget for the year	Revised Estimate for the current F.Year	Budget estimate for the ensuing F.Year	Remarks
1	2	3	4	5

**I. TUTION & REGISTRATION FEES**

i) 3 Year Course  
 ii) Diploma Course  
 iii) House Wives Course  
 Total Rs. \_\_\_\_\_

**II. COLLECTION FOR STUDENTS ACTIVITIES (TERM FEES)**

i) 3 Year Course  
 ii) Diploma Course  
 iii) House Wives Course  
 Total Rs. \_\_\_\_\_

**III. CHARGES FOR FOOD USED FOR THE PURPOSE OF TRAINING FOOD**

i) 3 Year Course  
 ii) Diploma Course  
 iii) House Wives Course  
 Total Rs. \_\_\_\_\_

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**CHANDIGARHINSTITUTE OFHOTELMANAGEMENT,CHANDIGARH(**  
**(DETAILS OF SUMMARY OF APPENDIX – III)**

I. **DIPLOMACOURSES**                      20                      20                      20                      20                      20  
Charges for Food used for  
the purpose of Training  
“Training Food”

- a) HouseKeeping
- b) Bakery & Confectionery
- c) Food & Beverage Service
- d) Front Office Operations
- e) Canning & Food preservation
- f) Food Production
- g) Degree in dictates \_\_\_\_\_  
Total Rs. \_\_\_\_\_

II. **HOUSEWIVESCOURSES**

- a) Bakery & Confectionery
- b) Cookery
- c) Canning & Food Preservation \_\_\_\_\_  
Total Rs. \_\_\_\_\_  
Grand Total Rs. \_\_\_\_\_

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**CHANDIGARHINSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**APPENDIX – III PART-I      DETAIL OF STUDENTS AND INTAKE**  
**AND WORKING SHEET FOR SECTION-II (RECEIPTS)**

Entries in Column 1 to 3 need be entered only once in respect of each case and need not be repeated against the various kinds of fees etc. mentioned in each line

S. No.	Course & Particulars of the fees	Planned in take of students during the C. year	Actual in take in students during the C.yr	Planned in take of the ensuing F.yr.	Rates of the fees or other collection per head	Anticipated receipts in the C.yr. revised estimates	Anticipated receipts in the ensuing F.yr.	Remarks
	<b><u>Courses</u></b>							
1.	Registration Fees							
2.	Tuition Fees							
3.	Caution Fees							
4.	Identity Card Fees							
5.	Medical Examination Fees							
6.	Physical Education Fees							
7.	Library Fees							
8.	Examination Fees							
9.	Other Fees if any							
10.	Collections for the Activity of students							
11.	Charges for food used for the training purpose							
12.	Charges for clothing supplied							
13.	Other collections from the student of the course							
	<b>Grand total</b>							

Appendix IV	Cafeteria	Estimates of Expenditure & Receipts
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N.B. A special form is not prescribed for this item. Estimate of expenditure and receipts Should be given separately for the current financial year(revised Estimates)and for the ensuing Financial Year and in as detailed manner as possible

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**ACQUIRED APPENDIX – II**

**REGISTER OF ASSETS ACQUIRED WHOLLY OR SUBSTANTIALLY OUT OF GOVERNMENT GRANTS TO BE MAINTAINED BY THE INSTITUTION**

**GRAUNTEE**

**SANCTIONING AUTHORITY**

S. No.	Name of The grauntee Institution	No. & date of sanction	Amt. of the sanctioned grant	Brief purpose of the grant	Whether Any conditions regarding the right of ownership of Govt. in the property of other assets acquired out the grant was incorporated in the grant in aid sanction	Particulars of assets actually created or acquired	Value of the asset	Purpose for which utilized or present	Encumbered or not	Reason of encumbered	Disposed or not	Reasons and authority if any for disposal	Amt. realized or disposal	Remarks

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**ANNEXURE-II TO THE BYE LAWS OF THE INSTITUTE OF**

**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**(SOCIETY)**

**SPECIMEN GROUPING OF ITEMS IN THE BUDGET ESTIMATES**  
**SEE BYE LAWS I(B)**

**CAPITAL**

- i) Building (Institute building, Hostel Building, Staff Quarters,etc.)
- ii) Equipments, furniture, fittings and fixtures  
(Equipment for the Institute, for the hostels etc.)
- iii) Library(cost of books, almirahs, racksetc.)

**RECURRING**

- i) Staff (salaries, allowances, contributions to the provident fund, leave salary and pension contribution in respect of borrowed staff, traveling allowances, medical benefit, uniforms and aprons etc.
- ii) Scholarships and prizes.
- iii) Maintenance and repairs (of buildings, equipments, furniture & fixtures, landsand garden, library)
- iv) Student's activities(educational trips etc.).
- v) Operational Costs (electricity fuel, water chemicals, light equipments, glassware & crockery, cleaning materials, conveyance and cartage, first aid).
- vi) Trainingfood
- vii) Miscellaneous academic expenses(visual aids, charts cost of text books, newspapers and periodicals, memberships of societies, subscription etc.)
- viii) Office expenses (postage, telegramand telephone charges printing and stationery, advertisement and publicity, contingencies etc.)
- ix) Auditfee, bank charges, insurance.

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**ANNEXURE-III TO THE BYE LAWS OF THE INSTITUTE OF**  
**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**(SOCIETY)**

A. Form of expenditure sanctions (to be accorded by the Secretary\_

Year 20\_\_\_\_\_20

Budget provisions:

Sanction:	_____
Group	_____
Item No.	_____
Provisions	_____
Total amount so far sanctioned under this items	_____
Balance left	_____

**SANCTION**

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

Dated:

Signature:  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

B. Form of expenditure sanctions (when accorded by the Executive Committee or Board) Year

20\_\_\_\_\_20

Budget provisions:

Sanction:	_____
Group	_____
Item No.	_____
Provisions	_____
Amount so far	_____

sanctioned under this items \_\_\_\_\_

**RECORD OF SANCTION**

In exercise of the powers vested in them by rule/bye-law/ \_\_\_\_\_ of the Institute of Chandigarh Institute of Hotel Management (Chandigarh) Society, the Executive Committee of the Board of Governors have accorded sanction to an expenditure of not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being incurred on \_\_\_\_\_ \* or Item No. \_\_\_\_\_ in the proceeding of the meeting held on \_\_\_\_\_).

Dated:

Signature:  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

\*Vide Resolution No. \_\_\_\_\_ dated \_\_\_\_\_

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**ANNEXURE-IV TO THE BYE LAWS OF THE INSTITUTE OF  
CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH  
(SOCIETY)**

**A) FORM OF SANCTION OF CREATION OF POST**

(To be accorded by the Secretary)

In exercise of the powers vested in me by Bye-Laws \_\_\_\_\_ of the Institute of Chandigarh Institute of Hotel Management (Chandigarh), Society, I hereby accord sanction to the creation of post of \_\_\_\_\_ on the pay scale of \_\_\_\_\_ the duration of the post will be \_\_\_\_\_.\*

Dated:

Signature:  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

\*Where the duration is not specified, the post will continue in definitely.

**B. FORM OF SANCTION FOR THE CREATION OF POST**

(Where sanction by the Executive Committee or Board)

In exercise of the powers vested in them by the Bye-Laws \_\_\_\_\_ of the Institute of Chandigarh Institute of Hotel Management (Chandigarh), Society, the Executive Committee/ the Board of Governors have accorded sanction to the creation of a post of \_\_\_\_\_ in the pay scale of \_\_\_\_\_ of Item No. \_\_\_\_\_ in the proceeding of the meeting held on \_\_\_\_\_ The duration of the post will be \_\_\_\_\_.\*

Dated:

Signature  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

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

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**ANNEXURE-VI TO THE BYE LAWS OF THE INSTITUTE OF  
CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH  
(SOCIETY)**

**FORM OF JOINING REPORT**

I, Shri/Shrimati \_\_\_\_\_ have this  
\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
assumed employment under the Institute of Chandigarh Institute of Hotel Management  
(Chandigarh), Society in the capacity of \_\_\_\_\_  
on the terms and conditions stated in the Society's letter No. \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_ which I have accepted.

Dated:

Signature \_\_\_\_\_  
Name \_\_\_\_\_

Shri/Shrimati/Kumari \_\_\_\_\_ has joined  
duty under this Society as aforesaid.

Signature \_\_\_\_\_  
(SECRETARY)

Name \_\_\_\_\_  
Chandigarh Institute of Hotel  
Management Chandigarh Society

**N.B:** The report should be made out in triplicate. One copy should be returned after signature to the candidate, one copy kept in the file relating to the appointment of the candidate, and one copy (alongwith a copy of the offer of appointment) given to the Accountant as authority for the disbursement of pay and allowance.

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Contd.

## Change/Updates in Society Bye Laws

### 1. Decision taken in BOG meeting held on 29.11.2006 under item No. 13

#### By-Laws of the Food Craft Institute (Society), Chandigarh - Enhancement of Financial Powers:

After deliberations, the Board approved the financial powers to the various authorities for day to day smooth functioning of the Institute & Hotel Chandigarh Beckons as follows:-

#### 1. Institute & Hotel Chandigarh Beckons:

Revenue Expenditure	Approved Power
<b>Repetitive:</b>	
Secretary/ General Manager	Not exceeding Rs. 20,000/- on each item
Executive Committee	Rs. 2,00,000/- on each item
Board of Governors	Full Power
<b>Non- Repetitive:</b>	
Secretary/ General Manager	Rs. 1,00,000/- in each case
Executive Committee	Rs. 5,00,000/- in each case
Board of Governors	Full Power

#### Bank Account Withdrawal and Permanent Advance

##### i) Permanent Advance

	Approved Limit
Permanent Advance	Rs. 30,000/-
Petty Advance	Rs. 3,000/-

##### ii) Bank Account & Withdrawal

Principal/Secretary/                      Rs. 50,000/-  
General Manager

The cheque exceeding Rs. 50,000/- only be countersigned by one of the member of accounts branch of the Institute. The other terms & conditions will remain the same.

Opening of Bank Account: The members Board of Governors accorded their approval for opening an account with the State bank of India in the name of Chandigarh Institute Of Hotel Management & Catering Technology alongwith the account already being operated in name of Food Craft Institute

## **2. Decision taken in BOG meeting held on 16.10.2009 under item No. 10**

### **Countersigning of Cheques above Rs. 50,000**

The Principal/Secretary apprised the members that Principal, Home Science College, Chandigarh who is a member of the Executive Committee and also the Board of Governors is authorized by the Board since inception of the Institute to countersign the cheques above Rs.50,000/-. Mrs. Rita G. Singh who is presently working as Principal has not been countersigning the cheques and Institute is facing a lot of difficulty in day to day functioning. After due deliberations, it was decided that a reference should be communicated on behalf of the Board that Principal, Home Science College should countersign the cheques above Rs.50,000/- of the Institute as per the decision of the Board.

## **3. Decision taken in BOG meeting held on 08.01.2010 under item No. 8**

### **Countersigning of Cheques above Rs. 50,000**

The Principal/Secretary apprised the members about the representation received from Principal, Home Science College, Chandigarh in which she expressed her inability to countersign the cheques above Rs.50,000/-. The Board discuss the matter in detail and after the deliberation the Special Secretary Finance, Chandigarh Administration Chandigarh has been authorized to countersign the cheques above Rs.50,000/- **in place of** Principal, Home Science College, Chandigarh.

## **4. Decision taken in BOG meeting held on 10.07.2012 under item No. 13**

### **To enhance the powers of the Principal/Secretary-cum-General Manager for signing the cheque upto Rs.1.00 lac & statutory payments:**

After due deliberations, the Board approved that all cheques of above Rs. 50,000/- may be signed jointly by a senior member of the Accounts Department and Principal/Secretary/General Manager of the Institute and Hotel.

## **5. Decision taken in BOG meeting held on 10.10.2013 under item No. 17**

### **Amendment of Recruitment Rules for the Academic Staff & Principal at CIHM, Chandigarh:**

After due deliberations, the Board decided that the matter may be put up in detail on separate file before the Worthy Chairman for consideration & approval.

## **6. Decision taken in BOG meeting held on 20.11.2014 under item No. 16**

### **Amendment of Recruitment Rules of the Academic Staff & Principal:**

After deliberations, Board ratified the decision of the Worthy Chairman for selection / recruitment of Academic Staff & Principal at Chandigarh Institute of Hotel Management and it was unanimously decided to adopt the Recruitment Rules framed by the National Council for Hotel Management, Noida at the existing pay scales.

## **7. Decision taken in BOG meeting held on 23.12.2015 under item No. 19**

### **Appointment of Faculty against vacant posts:**

The Principal/Secretary apprised the Board about the various vacant posts of faculty lying in the Institute and to be filled up as per the adopted Recruitment Rules. The Board approved the constitution of Departmental Promotion Committee consisting of the following members and further directed the Principal/Secretary to put up the case on file for filling up the vacant posts:-

1. Director Tourism, UT., Admn. or his/her Nominee
2. Regional Director Tourism (N), GOI or his/her nominee
3. NCHMCT Nominee on BOG
4. Principal, AIHM, Chandigarh
5. Principal, CIHM, Chandigarh

The recommendations of the DPC will be submitted to the Worthy Chairman, Board of Governors for approval.

## **8. Decision taken in BOG meeting held on 14.12.2016 under item No. 085**

### **Faculty & Administrative Staff Strength as per SIU Norms in the Institute:**

After deliberations, Board approved the faculty strength in the Institute as per affiliation norms of the National Council for Hotel Management, Noida vide their letter No. 13(17)/2013-NC dated 14.10.2016:-

Principal	1
Head of Department	1
Sr. Lecturer	2
Lecturer	4

Asstt. Lecturer/Teaching Associate (Asstt. Lecturer could be 5 and Teaching Associate could be 3)	8
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The Board further accorded approval to initiate the process of recruitment of the faculty as per Recruitment Rules adopted by the Institute through DPC as already constituted by the Board for this purpose.

The Board further decided that as and when the information from National Council for Hotel Management, Noida for administrative staff strength in the Institute as per affiliation norms is received, the same may be put up in the ensuing Board of Governors meeting for consideration and approval.

## 9. Decision taken in BOG meeting held on 12.02.2018 under item No. 07

### Faculty & Administrative Staff Strength as per SIU Norms in the Institute:

After deliberations, Board approved the increased intake of 3 year B.Sc. in Hospitality & Hotel Administration from 60 to 120 students in the Institute w.e.f. academic session 2017-18. The Board further approved the faculty strength of the Institute as under:-

Designation	Existing	Filled up post	2017-18	To be Filled up 2017-18	2018-19	2019-20
PRINCIPAL	01	01	01	--	01	01
HOD	01	NIL	01	01	01	02
Sr. Lecturer cum Sr. Instructor	02	01	03	02	03	03
Lecturer cum Instructor	04	03	05	02	05	06
Asstt. Lecturer cum Asstt. Instructor + Teaching Associate	08 (5+3)	07(4+3)	09 (5+4)	(Direct)	11(6+5)	11(6+5)
<b>TOTAL</b>	<b>16</b>	<b>12</b>	<b>19</b>	<b>05</b>	<b>21</b>	<b>23</b>

The Board also approved to fill up the vacant faculty positions as per Recruitment Rules and ratified the decision of the Worthy Chairman in this regard.

The Institute will bear the expenditure on salaries of the sanctioned posts from its own resources and shall not demand any additional Grants from the U.T. Administration. The Worthy Chairman also directed the Principal/Secretary to make the Institute self sustained from the year 2021.

With respect to the proposal for recruitment of Administrative staff as per SIU Norms, the Board directed the Principal/Secretary to prepare a detailed proposal including the existing staff strength & pay scales and put up the same in the next meeting of Board for consideration and approval.

## 10. Decision taken in BOG meeting held on 16.11.2018 under item No. 07

### Faculty & Administrative Staff Strength as per SIU Norms in the Institute:

After deliberations, Board approved in principle the Administrative Staff Strength & Support Staff as per Recruitment Rule as under:-

S.No.	Designation	Pay-scale on UT pattern	No. of sanctioned post
1.	Administrative Officer	10300-34800+ GP 5400	1
2.	Superintendent Grade II	10300-34800+ GP 4800	1
3.	Accountant	10300-34800+ GP 4400	1
4.	Cashier	10300-34800+ GP 3200	1
5.	Clerk	10300-34800+ GP 3200	2
6.	PA to Principal	10300-34800+ GP 3800	1
7.	Jr. scale Stenographer	10300-34800+ GP 3600	1
8.	Store Keeper	10300-34800+ GP 3200	1
9.	Asstt. Store Keeper	10300-34800+ GP 3000	1
10.	Asstt. maintenance Foreman cum caretaker	10300-34800+ GP 2400	1
11.	Receptionist	10300-34800+ GP 2800	1 (optional)

### Support Staff:-

- i) Kitchen/Lab Attendant – As per requirement
- ii) Office Peon/ Maintenance - As per requirement
- iii) Security/ House Keeping - As per requirement

However the Board also desired to work out the financial implications involved to fill up the above posts.

The Principal/Secretary further explained to the Board that at this stage only 1 post of Administrative Officer and 1 post of Superintendent Grade II are required to be filled up through promotion as per Recruitment Rule. The total financial implication involved in these cases is as under:-

1. Administrative Officer – Rs.4271/- p.m.
2. Superintendent Grade II- Rs. 2683/- p.m.

The Board further directed that the existing post of Asstt. Admn. Officer and Senior Assistant shall stand abolished. The post of Maintenance Foreman shall also be abolished after the retirement of

present incumbent working on this post and the post of Asstt. Maintenance Foreman cum Care Taker may be filled up on Contract basis through outsourced agency. The Board also desired that the process for filling up the posts Administrative Officer and Superintendent Grade II may be initiated through promotion as per Recruitment Rule. The remaining posts shall be filled up on need basis as and when required in the Institute

## 11. Decision taken in BOG meeting held on 10.10.2019 under item No. 04

### Amendment in the Recruitment Rules for the Post of Principal & other Teaching Faculties at CIHM, Chandigarh-adoption thereof:

The Board ratified the decision of the Worthy Chairman for implementation of Revised Recruitment Rules, May-2019 circulated by the Director (A&F), National Council for Hotel Management vide letter No. AF.12(3)/2019-NC dated 24.05.2019 for the post of Principal & other Teaching Faculties for future recruitment in the Institute. The Board also ratified the decision of the Worthy Chairman the total sanctioned posts of Teaching Faculties in the Institute as per NCHMCT Norms from the academic session 2019-20 as under:-

Designation	Existing	As per revised RRs 2019	Vacant Posts To be Filled up
PRINCIPAL	01	01	--
HOD	01	02	01
Sr. Lecturer cum Sr. Instructor	03	04	01
Lecturer cum Instructor	03	06	03
Asstt. Lecturer cum Asstt. Instructor	04	08	04
Teaching Associate	03	04	01

## 12. Decision taken in BOG meeting held on 07.07.2021 under item No. 14

### By-Laws of the Chandigarh Institute Of Hotel Management (Society), Chandigarh – Enhancement of Financial Powers:

After deliberations, the Board approved the financial powers to the various authorities for day to day smooth functioning of the Institute & Hotel Chandigarh Beckons as follows:-

#### Institute & Hotel Chandigarh Beckons:

Revenue Expenditure	Approved Power
<b>Repetitive:</b>	
Secretary/ General Manager	Not exceeding Rs. 1,00,000/- on each item
Executive Committee	Rs. 5,00,000/- on each item

Board of Governors	Full Power
<b>Non- Repetitive:</b>	
Secretary/ General Manager	Rs. 2,50,000/- in each case
Executive Committee	Rs. 10,00,000/- in each case
Board of Governors	Full Power

**Bank Account Withdrawal and Permanent Advance**

**Permanent Advance**

	<b>Approved Limit</b>
Permanent Advance	Rs. 50,000/-
Petty Advance	Rs. 5,000/-

**Bank Account & Withdrawal**

Principal/Secretary/                      Rs. 1,00,000/-  
General Manager

The cheque exceeding Rs. 50,000/- only be countersigned by one of the member of accounts branch of the Institute. The other terms & conditions will remain the same.

**13. Decision taken in BOG meeting held on 07.07.2021 under item No. 23**

**Adoption of Reduction in requisite qualifying service for promotion in different cadres.**

After deliberations, the Board approved the adoption of Reduction in requisite qualifying service for promotion in different cadres in the service rules of the Institute on the pattern of Department of Personnel, Chandigarh Administration, Chandigarh as follows:-

- a) No reduction if requisite qualifying service is two years or less.
- b) Reduction of one year if requisite qualifying service is more than two years but less than five years.
- c) Reduction of two years if requisite qualifying service is seven years or more and
- d) Reduction of three years if requisite qualifying service is ten years or more.

**14. Decision taken in BOG meeting held on 25.01.2024 under item No. 16**

**Approval for Proposal of Applicability of Central Service Rules and Implementation of Pay Scales on the recommendations of 7<sup>th</sup> Central Pay Commission for the employees of the Institute-Fixation of Pay and Payment of Arrears thereof:**

After deliberations, the Board ratified the decision of Worthy Chairperson for implementation of recommendations of 7<sup>th</sup> Central Pay Commission report as adopted by the Chandigarh Administration to

the employees of this Institute in toto w.e.f. 01.04.2022 alongwith the Central Civil Service Rules in view of Para 1 vide notification as republished in Chandigarh e-gazette Portal on 30.03.2022 which come into force w.e.f. 01.04.2022 in supersession of the Conditions of Service of U.T. Chandigarh employees Rules 1992, the Conditions of Service of persons appointed to the services and posts in Group A,B & C in the Institute shall be the same as the Conditions of Service of the persons appointed to corresponding services in Central Civil Services of Govt. of India and the Chandigarh Administration, Finance Department (Accounts Branch) notified the Rules for Union territory of Chandigarh Employees (revised pay) Rules, 2023 vide notification bearing no. 7000/15/8-F&PO(7)/2023/4354 dated 29.03.2023.

## **15. Decision taken in BOG meeting held on 30.10.2024 under item No. 22.**

### **Any other item (s) with the permission of the chair**

#### **Progress of Court Cases:**

#### **(b) Court case filed by Pankaj Kaundal and Ors versus Chandigarh Institute of Hotel Management and catering Technology and Another:**

After considering the directions to Respondents issued by Hon'ble Mr. Justice Jagmohan Bansal and the decision pronounced on 23.10.2024 in the case filed vide CWP-20770-2021 by Pankaj Kaundal and Ors in the Hon'ble Punjab & Haryana High Court, the Board unanimously decided to grant of full pay scales during probation period of 3 years against the Punjab Govt. Pay Scale Rule 2015 in compliance of the orders of the Hon'ble Punjab & Haryana High Court, Chandigarh.

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