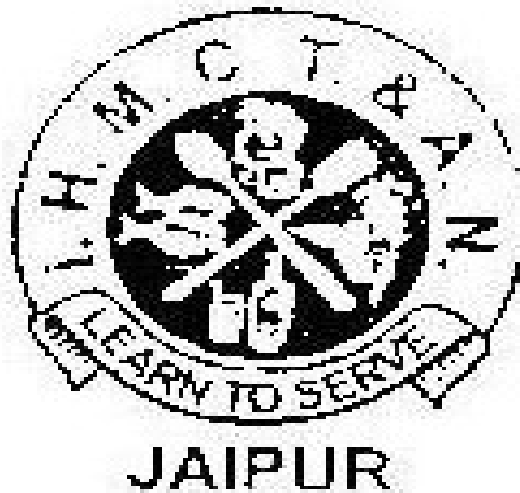


**INSTITUTE OF HOTEL MANAGEMENT, CATERING
TECHNOLOGY & APPLIED NUTRITION, JAIPUR**



**MEMORANDUM OF ASSOCIATION
RULES & REGULATION
&
STAFF REGULATION**

S.no.	Nature of power	Extent of power	Authority competent to exercise it.
6.	Reduction in establishment	Full	Board of Governor
7	Disciplinary Authority	Group c and D Group A and B	Principal Board of Governors/executive Committee
8	Pay fixation	Full	Principal
9	E.B. crossing	All	Principal
10	Grant of Spl./Advance increments.	--do--	Appointing authority
11	Allowances –Admissibility of decision regarding	--do--	Principal
12	Adopting of rate of pay and allowances.	--do---	Board of Governor
13	Grant of leave all kinds do	--do--	Principal
14	Detailing for duty during vacation	--do--	Principal
15	Accommodation	--do--	Principal
16	TA/DA	--do--	Principal
17	Travel by Air	All employee --do--	Principal Executive Committee in the case of entitled officers and Board of Government with approval of the Central Government in the case of non-entitled officer.
18	Gratuity and other Retirement benefits	--do--	Appointing Authority
19	Relaxation/Interpretation	--do--	Board of Governor subject to approval of the Central Government

Note:

1. In respect of any of the above matters concerning the Principal the decision will be taken at the level of the Board of Governors with the approval of the Central Government.
2. For effecting better day to day administration, Principal may delegate his powers to any authority subordinate to him.
3. Financial powers shall be exercised as per Byelaws of the society.

APPENDIX: I

Medical Certificate of Fitness for appointment

I, Dr. _____ hereby certify that I have examined Shri/Smt./ Km. _____ a candidate for employment in the Institute of Hotel Management, Catering Technology & Applied Nutrition, _____ has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except _____ .

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

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

Date the _____

Doctor.

_____ Name and designation of the

APPENDIX –II
(See Regulations -3)

Classification of posts and scales of pay

Group	Name of post	No. of posts
Scale of pay		

(All the posts to be appropriately classified in Group 'A', 'B' 'C' and 'D' posts and listed in this appendix).

APPENDIX –III
(Form offer of Appointment)

Registered AD

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION,

No. _____

Date: _____

Dear Sir/Madam,

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

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

1. Pay is _____ per month in the pay scale of _____
2. **Allowances, leave and other terms and conditions:**
These will be down in the “Staff Regulation” of the society, the allowances etc. are comparable to those attached to similar posts under the Central Government.
3. **Nature of appointment** : the appointment will be on probation for a period of 12 months in the manner laid down in the staff regulations aforesaid.
4. **Notice of termination** : During the period of provision appointment may be terminated at any time by one months notice given be either side. Vide yourself or the Society without assigning any reasons. Any reasons. After your appointment is confirmed, the appointment may be terminated at any time by three months notice given by either side without assigning any reasons. The Society, however, reserves the right of terminated your stipulated period of notice by making payment to you of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
5. You will be required to produce within one month of appointment a Medical Certificate of fitness at your own cost from a Medical Practitioner or authority nomination by the society.
6. **Please of duty:** Your Place of duty will be at the Institute of Hotel Management, Catering Technology & Applied Nutrition, or such other place as the Board of Government of the Institute may decide.
7. **Documents to be produced :** The following original certificates should be produced for inspection and return.
 - a) Degree, Diplomas or Certificates of Educational and other Technical Qualification.

b) The Matriculation Certificate or other acceptable proof of your date of birth and

c) a Character Certificate from a Gazetted officer of the Government of India.

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

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

No travelling allowance shall be allowed for joining the appointment.

Please acknowledge receipt of this letter.

Yours faithfully,

**For and behalf of the
Institute of Hotel Management,
Catering Technology & Applied
Nutrition, () Society.**

MEMORANDUM OF ASSOCIATION

1. The name of the Society shall be the Institute of Hotel Management Catering Technology & Applied Nutrition (Rajasthan) Society, Jaipur.
2. The registered office of the society shall be situated at Bani Park, Sikar Road, Jaipur – 302016, Rajasthan.
3. The objectives for which the Society is established are:
 - (i) To establish and to carry on the Administration and Management of the Institute of Hotel Management, Catering Technology & Applied Nutrition, hereinafter called the 'Institute' whose function shall be:-
 - (a) (i) to provide instruction and training in all the crafts and skills, all the branches of the knowledge, both theoretical and applied and all the organizational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional feeding programme in schools, industrial establishment and similar organisations.
 - (ii) to impart instruction and training in modern and scientific techniques management in modern hotels and hostels.
 - (b) to undertake and to associate itself with nutritional extension and developmental work.
 - (c) to propose economy in the handling and utilization of foodstuffs,
 - (d) to assist in and associate itself with the efforts of the Central and state governments to popularize wholesome and nutritional foods, particularly protective foods with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional content;
 - (e) to assist in and associate itself with the attempts of food research institutions food scientists and food technologists to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus.
 - (f) In accordance with the general policy laid down by the Central Government, to prescribed courses of instructions, hold examination and grant certificates, diplomas and other award to persons.
 - (g) to fix and demand such fees and other charges as may be laid down in the byelaws;

- (h) to establish maintain and manage halls and hostels for the residence of students and members of the staff.**
- (i) to supervise and control the residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperate life.**
- (j) to Institute teaching, administrative, technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, by-laws and any interactions/orders and guidelines issued by the Central government from time to time.**
- (k) to Institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and byelaws; and**
- (i) within the broad framework of the policy laid down by the Central Government, to seek affiliation with universities on 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.**
- (ii) to make rules and bye-laws for the conduct of the affairs of the Institute & Society and to add to, amend, vary or rescind them from time to time.**
- (iii) to give pensions, gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the society or to their wives, children or other dependants, subject to orders/instructions issued by the Central Government in this regard from time to time.**
- (iv) to 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.**
- (v) to start, conduct, print, publish and exhibit any magazine, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objectives of the Society.**
- (vi) to maintain a fund to which shall be credited**
 - (a) all moneys provided by the Central Government ,**
 - (b) all moneys and other charges received by the Society**
 - (c) all moneys received by the Society by way of grants, gifts, donations benefactions, bequests or transfers and;**
 - (d) all moneys received by the Society in any other manner or from any other sources.**

(vii) to deposit all moneys credited to the fund in such banks or to invest them in such manner as the Society may with the approval of the Central Government decided.

(viii) to draw, make, accept, endorse and discount cheques, Notes or other negotiable instruments, and for these purpose to sign, execute and deliver such assurances and deeds as may be necessary.

(ix) 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 information of the Society and management and administration of any of the foregoing objectives including all rent, rates, taxes, outgoings and the salaries of the employees;

(x) to maintain proper accounts and other relevant records and prepare an annual statement of accounts including then balance sheet in such forms as may be prescribed by the Central Government.

(xi) to have the accounts of the Society audited in such manner as the Central Government may direct and to forward annually to the Central Government the accounts duly certified by the auditors together with the audit report thereon.

(xii) to constitute such committee or sub-committees as it any deem fit.

(xiii) to delegate all or any of its powers to Board of Governors of the Institute or to the Executive Committee or to any of the Committees or Sub-Committees constituted by the Society or the Board or to any one or more members of its bodies or its officers.

(xiv) to do all such lawful acts, deeds or things as may be necessary, incidental or conducive to the attainment of all or any of the objectives of the Society.

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

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

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

7. The Income and property of the Society, however derived shall be applied towards the promotion of the objectives as set forth in this Memorandum of Association subject to nevertheless in respect of the grants made by the Central Government to such limitations as the Central Government may from time to time, impose. No part of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to the person who at any time are or have been members of the Society or to any of them or to any person claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or any person in return for any service rendered to the Society or for travelling allowance, halting or other similar charges.

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

- | | |
|----------|----------|
| 1. _____ | Chairman |
| 2. _____ | Member |
| 3. _____ | _____ |
| 3. _____ | _____ |

**RULES AND REGULATIONS OF THE INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION (RAJASTHAN) SOCIETY.,
JAIPUR**

SHORT TITLE : 1. These Rules and Regulation may be called “Rules and Regulations of the Institute of Hotel Management, Catering Technology & Applied Nutrition (Rajasthan) Society”.

DEFINITION : 2. In these rules –

(a) ‘Society’ means the Institute of Hotel Management, Catering Technology & Applied Nutrition (Rajasthan) Society Jaipur.

(b) ‘Institute’ means the Institute of Hotel Management, Catering Technology & Applied Nutrition .

(c) ‘Central Government means Ministry or department in the Central Government dealing with the subject.

(d) ‘Chairman means, except where the context otherwise requires the Chairman of the Society

(e) ‘Principal means the Principal of the Institute of Hotel Management, Catering Technology & Applied Nutrition. In these Rules and Regulations the Principal shall also mean Secretary of the society wherever the context so requires.

(f) State Government means the Government of.

REGISTERED OFFICE 3. The office of the Society shall be situated at Jaipur or any city or town in the state Rajasthan whereto it may be removed pursuant to a resolution passed in that behalf by the Board of Government of the Society

MEMBERSHIP 4. (1) The Society shall consist of the following members;-

- a) A Chairman nominated by the Central Govt.
 - b) Three representatives of the State Government of Rajasthan one being the Director of Technical Education and Training Government of Rajasthan ex-officio of if there be no such person the officer who is for the time being the administrative head of the department whether in addition to other functions or otherwise.
 - c) Four representatives of the Central Government one of them being FA to the Department of Tourism or his nominee.
 - d) An expert on catering technology to be nominated by the Central Government.
 - e) Two persons from the Hotel Industry to be nominated by the Central Government
 - f) The Principal of the Institute, ex-officio.
 - g) The Central Government may at any time appoint any other person to be a member of the society.
5. The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his name, designation, occupation and address. No person shall be deemed to be member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid.
6. If a member of the Society shall change his address. He shall notify his new address to the Principal but if he fails to notify his address the address in the roll of members shall be deemed to be his address.
7. Should any member or the society (other than the Chairman the experts Catering Technology nominated by the Central Government and the Principal Institute of Hotel Management, Catering Technology & Applied Nutrition, Jaipur be unable to attend a meeting of the society he may appoint an authorised representative as proxy to take his place at that meeting of the society and such representative shall have all the rights and privileges of a member of the society including the right to vote for that meeting.

TENURE OF MEMBERS

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

CESSATION OF MEMBERSHIP

9. A member of Society shall cease to be a member of the Society if he dies resigns becomes of unsound mind, be adjudged or adjudicated as insolvent or be convicted of a criminal offence involving moral turpitude or if he is removed from the membership of the society or if he (other than the Principal) accepts a full-time appointment in the Institute or if the society without leave of the Chairman.

- Registration 1. (i) The chairman may resignation in office by a letter addressed to the Central Government and his resignation shall take effect from the date it is accepted by the central government
- (ii) A member may resign office by a letter addressed to the Chairman under intimation to the authority by whom was nominated and such resignation shall take effect from the date it is accepted by the Chairman.

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

Meeting of the Society (i) The Society shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than four members specifying the subject of the meeting proposed to be called. Provided further that the annual general meeting of the society shall be held atleast once in every year as required under societies Registration Act, 1860.

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

(iii) four member of the Society including any representative authorised under rule 6 shall constitute a quorum at any meetings.

(iv) In Case of difference of opinion amongst the Members, the opinion of the majority shall prevail provided that the event of is agreement by the Central Government representative representing Ministry of Finance on any Financial matter, the same would be referred to the Ministry of Tourism & Civil Aviation and the Finance Ministry Board decision.

(v) Each number of the Society including the Chairman shall have one vote and if there shall be equality of votes To be determined by the Society the Chairman presiding shall have additional or casting vote.

(vi) Every meeting of the Society shall be presided over by the Chairman and in his absence, by a member chosen by the members present to preside on the occasion,

(vii) All the meeting of the Board of Government shall be deemed to be meeting of the Society.

(viii) Any business which it may be necessary for the society to perform, except such as may be placed before its meetings may be carried out by circulation among all its members in India and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the society provided that at least four members of the Society have recorded their views on the resolution.

**Board of Governors
Composition
Powers Meeting etc.**

13. The general superintendence direction and Control of the affairs of the Society and its income and property shall be vested in the hereafter called the Board.
14. The members of the Board shall be the same as the members of the Society.
15. should any members of the Board (other than the Chairman the expert on catering Technology nominated by the Central Govt. and the Principal of the Institute of Hotel Management Catering Technology & Applied Nutrition Jaipur be unable to attend a meeting the Board he may appoint an authorised representative as a proxy to take his place at the meeting of the Board and such representative shall have all the rights and privilege of a member of the Board including the right to vote for that meeting only.
16. The Board shall function notwithstanding any vacancy therein and no act or proceeding of the board shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.
- 17 (i) Within the broad framework of policy laid down by the central Government or instruction/orders issued by them from time to time the Board may frame/amend their bye-laws to provide for all or any of the following matters.
 - (a) the formation of Department of teaching.
 - (b) the fees to be charged for courses of study in the Institute and for admission to the examinations for conferment of the awards;
 - (c) the institution of followings, scholarship, exhibitions, loan prizes and modals.
 - (d) the creation and classification of posts, the methods of appointment and determination of the terms and conditions of service of teaching and other staff of the Institute subject to prior approval of the Central Government in all such matters.
 - (e) the constitution of pension and provident funds for the benefit of the officers, teachers and other staff of the institutor.

(f) establishment and maintenance of halls and hostel;

(g) the conditions of residence of students of the Institute and the paying of fees for residence in the halls and of other charges;

(h) other matters of relevance and importance in the administration of education institutions.

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

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

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

18. (i) Ordinary the Board shall meet once in every six months and fifteen days notice shall be given of each such meeting and a copy of the proceedings of such meeting shall be furnished to the Central Government as soon as possible after the meetings provided that the Chairman may, whenever he thinks fit, and shall on the written constitute of not Than two members call a special meeting;

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

(iii) In case of difference of opinion amongst the Members, the opinion of the majority shall prevail provide that in the event of disagreement by the Central Ministry of Finance on any financial matter. The same would be referred to the Ministry for Tourism and Civil Aviation and the Finance Ministry for a decision.

(iv) Each members of the Board including the Chairman shall have one vote, and if there shall be an equality of votes on any question to determined by the Board, the Chairman or member presiding shall have an additional of casting vote.

(v) Every meeting of the Board shall be presided other by the Chairman and in his absence, by a member chosen by the member present to preside on the occasion.

(vi) Any business which to may be necessary for the Board to perform except such as may be placed before its meeting any be carried out by circulation among all its members in India and any resolution soand approved by a majority of the members signing shall be as effectual an binding if such resolution had passed in a members of Board Provided that at least river member of the Board have recorded the the resolution.

EXECUTIVE
COMMITTEE
COMPOSITION
POWERS
MEETINGS ETC.

19. Board of Governors the following shall constitute an Executive Committee.

(a) The Education or if those Board such..... the officer who is for the The administrative head of the department which is in-charges of technical education whether in addition to other function or otherwise,

(b) Two of the representatives of the Central Government to be specified by the Central Government one of the representatives to be specified as Governor of the Executive Committee.

(c) The expert nominated by the Central Government to the Board of Government and;

(d) The Principal of the Institute.

20. It shall be the duty of the Executive Committee to see that the decisions taken by the Board of Governors are implemented.

21. The Executive Committee shall exercise all or any of the powers and functions of the Board of Governors subject to the general superintendence, direction and control of the Board.

22. The Executive Committee shall function notwithstanding any vacancy and notwithstanding any defect in the appointment or nomination of any of its members and no act of proceeding of the Executive Committee shall be invalid merely by reason of the existence of any vacancy therein or of any defect in the appointment or notation of any its members.

23. (i) The Executive Committee shall meet as often as necessary and once in three months, and 10 days notice shall be given of each such meeting shall be furnished to the board of Governor and to the Central government as soon as possible after the meeting PROVIDED that the Convener may, whenever he thinks fit, and shall on the written requisition of not less than two members, call a special meeting.

(ii) The meeting of the Executive Committee shall be presided over by a Member elected to presided over the meeting, if there is any difference of opinion with regard to the Chairman, the meeting shall be presided over by the The Executive Committee or in his absence by one of the other representatives of the Central Government.

(iii) Three members of the Executive Committee present in person shall constitute a quorum at any meeting of the Committee.

(iv) In case of difference of opinion amongst the Members, the opinion of the majority shall prevail provided that in the event

of disagreement by the Central Government representative representing Ministry of Finance on any financial matter, the same would be referred to the Ministry of Tourism & Civil Aviation and the Finance Ministry for a decision.

(v) Each member of the Executive Committee including the Chairman elected for the meeting shall have one vote and if shall be an equality of votes on any question for the meeting shall have been additional or casting vote.

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

PRINCIPAL

24. (I) The Board shall, with the prior approval of the Central Government appoint the Principal of the Institute.

(ii) The Principal shall be the Principal academic and executive officer of the Institute and shall responsible for the proper administration of the Institute and for the imparting of instruction and the maintenance of discipline. All other staff of the Institute shall be subordinate to the Principal;

(iii) The Principal shall be the custodian of records, the funds of the Institute and such other property of the Institute as Board may commit to his charge.

(iv) The Principal shall act as secretary of the society, the Board the Executive Committee any other Committee of the society or the Board. He shall discharged all of the secretary as provided I the Registration Act.

(v) The Principal shall have such other powers and shall inform such May be delegated to him by the Board.

(vi) The Principal shall have power Delegated his power to any of his subordinates with the approval of the Board.

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

ACCOUNTS,
AUDIT AND
REPORTS

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

SOCIETY OF THE SUED
IN THE NAME OF
THE SECRETARY

26. For the purpose of sections or the societies Registration Act. 1860 (xx1 or 1860) the person in name the society may such Sued shall be the secretary of the society.

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

ALTERATION ETC, OF
PURPOSES AND OF
RULES

28. (i) Subject to the prior approval of the central government the society may alter, extend or abridge any prupose for which it is established provided it carried in the behalf prescribed in the that behalf by Act XXI 1860.

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

- 29. The society may be dissolved in accordance with the provisions of sections 13 and 14 of the societies Registration Act. (21 of 1860) after obtaining the previous consent of the Central Government**
- 30. If on the winding up or the dissolution of the society there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to any of its Members or distributed amongst them, but subject to provisions of section 14 of the Act shall be disposed off as the Central Government may determine.**

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY &
APPLIED NUTRITION (RAJASTHAN) SOCIETY, JAIPUR.**

STAFF REGULATIONS

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

CHAPTER –I

I. SHORT TITLE COMMENCEMENT AND APPLICATION:

(i) These regulations may be called the Institute of Hotel Management, Catering Technology & Applied Nutrition (Rajasthan) Society's (Staff) Regulations, Jaipur/.

(ii) They shall come into force at once and shall replace any other staff rules/regulations that may have been in force.

(iii) They shall apply to all the employees of the Society. In respect of the persons employed by the society on Agreement/contract, the rules shall be those as may be specifically provided in the contract or Agreement as the case may be. In respect of the persons appointed on deputation from the Central or State Government, all matters relating to such employees shall be governed by the terms of deputation and if on any specific matter there is no provision about the same in terms of deputation, reference should be made to the parent Government of Department as the case may be.

2. DEFINITIONS

In these regulations, unless the context otherwise requires:

(a) "Appendix" means an Appendix to these regulations;

(b) "Appointing Authority" means the authority prescribed in Regulation - 5;

(c) "Board of Government" means the Board of Governors of the Society;

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

3 CLASSIFICATION OF POSTS:

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

CHAPTER –II

4. STRENGTH OF STAFF

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

5. APPOINTMENT

1) Appointments (form Appendix –III) to posts in Group ‘C’ and ‘D’ shall be made by the Principal and appointment to posts in Group –‘A’ and ‘B’ shall made by the Board of Governors and by the Executive Committee respectively or by a duly constituted sub-committee authorized by the Board to hold such selections provided that the appointment of the Principal shall be made in accordance with the provisions of Rule 24(1) of the rules & regulations of the Society.

ii) QUALIFICATIONS FOR APPOINTMENTS:

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

iii) METHODS OF RECRUITMENT ;

Recruitment to the posts may be made;

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

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

iv) Adhoc appointment

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

v) Superannuation

- (a) All employee of the Institute except Grade 'D' employees shall retire on attaining the age of 58 year provided that the Board of Governors may if satisfied that the interest of the society so requires and in consideration of the outstanding nature of work done by an employee extend by an order in writing, with the prior approval of the Central Government, the period of service of any employee beyond the age of superannuation on the existing terms and conditions or on re-employment or on contract service for any period not exceeding two years in aggregate, subject to any instruction/orders issued by the Central Government in such matters, Grade –'D' employees shall retire on attaining the age of 60 years.**
- (b) Notwithstanding anything contained in Regulation (a) an employee shall. On invalidation by the appropriate medical authority, cease to be in service on account of complete and permanent incapacitation determined in according with the relevant rules application to comparable categories of Central Government employees from time to time.**

vi) Probation:

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

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

V11) Medical fitness:

Every person appointed for the first time to any post in the Institute shall, before joining duty in the post, be required to furnish a medical certificate of fitness in the form prescribed in Appendix I from a competent medical authority or from an authority as may be prescribed by the Institute. No such certificate need be furnished if;

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

V111) Termination of services:

- a) i) No employee other than a person on deputation from the Central Government or any State Government or an Institute shall leave or discontinue his service in the Institute except after giving one Month's notice in writing of his intention to do so to the Principal.
- ii) Provided further that where an employee has completed the period of probation and stands confirmed, the period of such notice shall be three months.

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

CHAPTER III

5 GENERAL CONDITIONS OF SERVICE

In all matters relating to service conditions such as fixation of pay; increments; counting of service for increments; compulsory deductions; optional deductions; grant of special pay; personal pay; honorarium and fee; Dearness Allowance; Additional Dearness; Interim Relief; Leave Travel Concession; Compensatory Allowance; House Rent Allowance; Children Education Allowance; House Building Advance; Festival Advance; Advance for purchase of conveyances; Travel and Admissibility of Travel Allowance; Classification, Control and Appeal Rules; Conduct Rules; Contributions to Contributory Provident Fund; Joining Time; Leave Entitlement and conditions for grant of various kinds of Leaves; Medical Rules; Gratuity and Terminal Benefits etc; the Central Government Rules on the subject, as applicable to comparable categories of Central Government Employees/ servants, shall Mutatis Mutandis be applicable to the corresponding categories of the employees of the Society subject to any orders/amendments/ instructions issued by the Central Government on the relevant subject from time to time, except that where the Board of Governors, with the approval of the Central Government adopts a specific provision/rule in respect of any specific service matters, the employees of the Institute shall be subject to those provisions in respect of such specified matters.

- Note:** (i) The above list is only illustrative and not exhaustive. All matters which may not have been spelt out above shall also be regulated in the same manner as in the case of Central Government servants of corresponding categories.
- ii) Employees of the Institute shall be eligible to contribute to Contributory Provident Fund under the terms and conditions as laid down in Contributory Provident Fund (India) Rules, 1962 as amended from time to time

CHAPTER IV

7. RESIDENTIAL ACCOMMODATION

- (i) Out of the residential accommodation owned by the Society, the Society may at its discretion make available such residential accommodation as it considers appropriate to the pay, rank and status of an employee, and on such rate of monthly license fees as it considers reasonable. The Society will not have any authority to hire accommodation and give it to staff members.**

- (ii) In deciding the suitability of such residential accommodation to an employee's pay, rank and status as well as in determining the license fees to be recovered from the employee for such accommodation, the Society will bear in mind the scales of accommodation and the rates of house rent in force under the Central Government rules governing the allotment of residential accommodation to its employees, but the decision of the Society in regard to such questions shall be final.**

- (iii) If an employee refuses to accept the residential accommodation made available by the Society and if the Society does not consider his reasons for doing so adequate and acceptable, the Society may stop the house rent allowance payable to him in terms of relevant rules.**

- (iv) Accommodation of appropriate scale will be allotted to the employee strictly in accordance with the 'Rules' drawn up for allotment of such residential accommodation.**

CHAPTER V

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

CHAPTER VI

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

SI No.	Nature of Power	Extent of Power	Authority competent to exercise it.
1	Matters regarding Medical Examination: i) For appointment ii) For grant of leave iii) For any other purpose	Full	Principal
2	Probation period: i) Initial probation ii) Extension of probation iii) Completion of probation	Full	Appointing authority
3	Extension of Services: i) Beyond Superannuation/ Full and re-employment / contract employment	Full	Board of Governors subject to approval of the Central Government
4	Appointments	Group A Group B Group C and D	Board of Governors Board of Governors Principal
5	Termination of Services	Group A Group B Group C and D	Board of Governors Board of Governors Principal