



होटल प्रबंध, खानपान एवं पोषाहार संस्थान, पूसा, नई दिल्ली
(पर्यटन मंत्रालय के अधीन भारत सरकार का एक स्वायत्त निकाय)
Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi
(An autonomous body of Govt. of India under Ministry of Tourism)

Information under RTI Act

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under their control, the Government of India has brought out an Act, namely, “The Right to Information Act, 2005”, (RTI Act) which came into force on 15-06-2005.

In compliance with the implementation of Suo Motu Disclosure under Section 4 (1) (b) of the RTI Act, 2005, the following information related to Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) is hereby made available to the general public:

Date last updated (17/05/2024)

| S. No. | Particulars | Information / Web link of the Document |
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| 1. | Particulars, Functions and Duties | Refer Chapter 2 and Chapter 4. Memorandum of Association of the Institute of Hotel Management Catering & Nutrition, Pusa, New Delhi Rules of the ‘Institute of Hotel Management Catering & Nutrition, Pusa, New Delhi’. |
| 2. | Powers and duties of its officers and employees | Refer Chapter 3 The powers and duties of the officers and officials of the Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) are governed by instructions and guidelines contained in the Memorandum of Association and Rules of the ‘Institute of Hotel Management Catering & Nutrition, Pusa, New Delhi’. The Principal of the institute is authorized to sign sanction orders and convey the decisions of the institute. The principal of the institute is responsible for all academic, administrative, financial, day-to-day functioning of the institute. |
| 3. | The procedure followed in the decision making process, | Refer Chapter 9 |

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| | including channels of supervision and accountability | <p>The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) is an autonomous body of Government of India under Ministry of Tourism. It has Board of Governors consisting of senior officers of Government of India, Government of NCT of Delhi and nominated members from the industry. The Secretary (Tourism) of the Government of India is the chairperson of the Institute.</p> <p>The decision making process and channels of supervision and accountability are regulated by Memorandum of Association and Rules & Regulations of the Institute of Hotel Management Catering & Nutrition (IHM Pusa) Society and as per the guidelines of the Ministry of Tourism, Government of India under whose administrative and financial control this institute is functioning.</p> |
| 4. | The norms set by it for the discharge of its functions | <p>Refer Chapter 15</p> <p>The Ministry of Tourism of the Government of India issues such instructions to the Institute as it may consider necessary from time to time for the furtherance of the objectives and for the proper functioning and control. The institute comply with the instructions with due approval of the Board of Governors of the institute.</p> |
| 5. | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions | <p>Refer Chapter 4</p> <p>The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) is governed by the provisions of Memorandum of Association, Rules of the ‘Institute of Hotel Management Catering & Nutrition, Pusa, New Delhi’ and the instructions and guidelines issued by the Government of India time to time.</p> |
| 6. | A statement of the categories of documents that are held by it or under its control. | <p>Refer Chapter 6</p> <p>The Memorandum of Association, Rules of the ‘Institute of Hotel Management Catering & Nutrition, Pusa, New Delhi’, Recruitment Rules, Conduct Rules, Medical Rules, Gratuity and Terminal Benefit Rules, etc., and Government of India rules as Mutatis Mutandis applicable to Central Government employees. Documents related to students’ activities, rules, regulations, conduct etc.</p> <p>The documents required for effective and efficient discharge of its functions and duties are held by the institute in accordance with the provisions of record retention policy of Government of India.</p> |
| 7. | The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the | Refer Chapter 5 |

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| | formulation of its policy or implementation thereof | |
| 8. | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public | Refer Chapter 7 |
| 9. | A directory of its officers and employees | Refer Chapter 10 |
| 10. | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations | Refer Chapter 11 |
| 11. | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made | Annual Reports of IHM Pusa containing the Annual Financial Statements, are available on the website which can be accessed at https://ihmpusa.net/?page_id=2194 |
| 12. | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | Refer Chapter 13 |
| 13. | Particulars of recipients of concessions, permits or | Refer Chapter 14 |

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| | authorizations granted by it | |
| 14. | Details in respect of the information, available to or held by it, reduced in an electronic form | Refer Chapter 16 Most of the information is digitalized and is held in an electronic form by the institute as per feasibility and availability of the resources to the institute. |
| 15. | The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use | Refer Chapter 17 The website of the IHM Pusa (https://ihmpusa.net) provides information about the policies and programs of the IHM Pusa to the general public. In addition, information about the activities of the institute is made available through its Annual Reports which are also available on the website. An online (https://rtionline.gov.in/) or offline RTI application can be filed under RTI Act to get the required information. Library is available for the students of this institute only and is not available for public use. |
| 16. | The names, designations and other particulars of the Public Information Officers | Refer Chapter 8 <u>Appellate Authority</u> Mr. Kamal Kant Pant, Principal and Member Secretary Email ID: principal.ihmpusa@nic.in Tel. No. 011 25842429 <u>Central Public Information Officer</u> Mr. Umesh Kumar Agarwal, Admin. cum Accounts Officer Email ID: ao.ihmpusa@gmail.com Tel. No. 011 25841411 <u>Assistant Public Information Officer</u> Ms. Manju Bala, Office Superintendent Email ID: manju.santoshi@gmail.com Tel. No. 011 25841411 |
| 17. | Such other information as may be prescribed | Refer Chapter 18 |
| Information to be updated annually | | |
| 18. | Publish all relevant facts while formulating important policies or announcing the decisions which affect public | Annual Reports of IHM Pusa are available on the website which can be accessed at https://ihmpusa.net/?page_id=2194 |

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| 19. | Provide reasons for its administrative or quasi-judicial decisions to affected persons | All the decisions are to be taken by the competent authority in compliance with the relevant laws, rules & regulations, and directives from the Government of India and are published on the website of the institute. |
| Disclosure regarding the following points is prescribed by the DoPT vide its OM No.1/6/2011-IR dated 15-04-2013 and dated 07-11-2019. | | |
| 20. | Information related to Procurement | Procurement is done in compliance with the General Financial Rules (GFRs) issued by the Department of Expenditure, Ministry of Finance, Government of India. |
| 21. | Public Private Partnerships | There is no public private partnership project undergoing as on date in the institute. |
| 22. | Transfer Policy and Transfer Orders | The institute has only one office at New Delhi as on date and hence, no Transfer Policy exists in this institute. |
| 23. | RTI Applications | Refer Chapter 21 |
| 24. | CAG & PAC paras | With a view to have complete transparency the information will be made accessible which can be obtained from the institute. |
| 25. | Citizens Charter | Not available. |
| 26. | Discretionary and Non-discretionary grants | Not applicable. |
| 27. | Foreign Tours of PM/Ministers | Not applicable. |