

## Chapter 6

### **Statement of the categories of documents held by the Institute under its control.**

The Institute of Hotel Management Catering & Nutrition, Pusa, New Delhi (IHM Pusa) held all the documents and records necessary for the day to day functioning of the institute and as per the guidelines of the Govt. of India in this regard. It includes the 'Memorandum of Association' and 'Rules' of the institute, the agendas and minutes of the meetings of the board of governors (BoG), office-orders, circulars, notices, internal and external communication from the institute in the form of Guard File, service records, documents related to students' activities, rules, regulations, conduct etc.

The 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 are available in the public domain.

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.