



होटल प्रबंधन, 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 (12/06/2025)

S. No.	Particulars	Information / Web link of the Document
1.	Particulars, Functions and Duties	Refer Chapter 2 and Chapter 4. Chapter 2: Memorandum of Association of the Institute of Hotel Management Catering & Nutrition, Pusa, New Delhi. Chapter 4: '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 the Office Memorandums and Office Orders issued by the parent ministry i.e. the Ministry of Tourism, Government of India, time to time and also by the decision of the Board of Governors (BoG) of the institute. The Union Tourism Secretary is the chairperson of the Board of Governors (BoG) of IHM Pusa. The Principal of the institute is authorized to sign sanction orders and

		<p>convey the decisions of the BoG of the institute. The principal of the institute is responsible for all academic and administrative activities and day-to-day functioning of the institute.</p> <p>The work allocation is available in the document- 'Work Allocation' on the RTI page of the website of IHM Pusa. The web link is as follows: https://ihmpusa.net/?page_id=3079</p>
3.	The procedure followed in the decision-making process, including channels of supervision and accountability	<p>Refer Chapter 9</p> <p>The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) is an autonomous body of the Government of India under the administrative and financial control of the Ministry of Tourism. It is governed by the Board of Governors (BoG) consisting of senior officers of the Government of India, nominated officers of NCHMCT and Government of NCT of Delhi, and experts from the hotel and catering industry. The Secretary (Tourism) of the Government of India is the chairperson of the board and the Principal of the institute is the Member Secretary of the board.</p> <p>The decision-making process and channels of supervision and accountability are regulated by the Board of Governors (BoG) of the institute. The institute follows the rules and regulations of the Government of India such as CCS Rules, General Financial Rules (GFRs) etc., under the guidelines of the Ministry of Tourism, Government of India.</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 (BoG) 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 9</p> <p>The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) follows the rules and regulations of the Government of India such as CCS Rules, General Financial Rules (GFRs) etc., under the guidelines of the Ministry of Tourism, Government of India. The Ministry of Tourism, Govt. of India, also issues Office Memorandums (OMs) and Office Orders to provide the guidelines and directions in this regard.</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 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.</p> <p>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.</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 formulation of its policy or implementation thereof	Refer Chapter 5
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	<p>Refer Chapter 7</p> <p>The Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) is governed by the Board of Governors (BoG) consisting of senior officers of the Government of India, nominated officers of NCHMCT and Government of NCT of Delhi, and experts from the hotel and catering industry. The decisions of the board of governors (BoG) of the institute can be accessed as per the provisions of the RTI Act.</p> <p>The name, composition, functions and other details of the committees formed in the institute, are available in the document- 'Committees' on the RTI page of the website of IHM Pusa. The web link is as follows:</p>

		https://ihmpusa.net/?page_id=3079
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	<p>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</p> <p>The internal budget of the IHM Pusa for the F.Y. 2024-25 is available in the document- 'Chapter 12' on the RTI page of the website of IHM Pusa. The web link is as follows: https://ihmpusa.net/?page_id=3079</p>
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 authorizations granted by it	Refer Chapter 14
14.	Details in respect of the information, available to or held by it, reduced in an electronic form	<p>Refer Chapter 16</p> <p>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. Necessary information for students, staff members and other concerned persons is placed on the website regularly.</p>

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
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.

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 through GeM portal in compliance with the General Financial Rules (GFRs) issued by the Department of Expenditure, Ministry of Finance, Government of India. The details of procurement done through GeM portal are available at the following web link: https://ihmpusa.net/wp-content/uploads/2024/07/Procurement_Information.pdf
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 as per the provisions of the RTI Act.
25.	Citizens Charter	Not available.
26.	Discretionary and Non-discretionary grants	Not applicable.
27.	Foreign/Domestic Official Tours of the Officers/Officials	The information in this regard is available in the document- 'Official Tours' on the RTI page of the website of IHM Pusa. The web link is as follows: https://ihmpusa.net/?page_id=3079

Other Information

1.	Parliament Questions	<p>During the F.Y. 2024-25, information was asked by the parent ministry i.e. Ministry of Tourism, Govt. of India regarding the following 2 parliament questions:</p> <ol style="list-style-type: none"> 1. Starred / Unstarred question Dairy No. S2984 for the Rajya Sabha to be answered on 13.02.2025 regarding Swachhta Hi Seva Campaign. 2. Rajya Sabha PQ Diary No S3888 for reply on 11.03.2025 on "Vacancies under the Ministry". <p>The required was duly submitted by the institute to the ministry.</p>
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2.	Documents & Manuals	<p>The information in this regard is available in the document- 'Documents & Manuals' on the RTI page of the website of IHM Pusa. The web link is as follows:</p> <p>https://ihmpusa.net/wp-content/uploads/2024/07/Documents__Manuals-1.pdf</p>
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All the abovementioned chapters can be accessed on the RTI page of the IHM Pusa website through the following web link:

https://ihmpusa.net/?page_id=3079