



PROACTIVE DISCLOSURE OF INFORMATION UNDER RTI ACT. 2005

NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section	Head	Description
Section 4(1)(b) (i)	Particulars of organization, functions and duties	<p>Particulars of Organisations, Functions and Duties</p> <p>The Organisation</p> <p>National Council for Hotel Management and Catering Technology is a registered Society responsible for education and training in Hotel Management and Catering Technology under Ministry of Tourism, Government of India. The Council regulates academics in the field of hospitality Education and Training that is imparted at 21 Central Govt. sponsored Institutes of Hotel Management, 35 State Govt. sponsored IHMs, 1 PSU IHM, 25 private Institutes and 13 Food Craft Institutes that function in different parts of the country</p> <p>The Council performs a key role in creating a modern and model training system to meet the varied and changing manpower need for different segments of the hotel and catering industry. Activities of the National Council include formulation of different courses of study in the field of Food Management, Hotel Management and allied skills and crafts. The Council affiliates Institutes conducting courses prescribed by it; prescribe norms and standards for physical infrastructure and equipment required by such institutes. It prescribes educational and other standards for faculty positions in Institutes and prescribes basic standards required for admission of students to various courses. The</p>

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Council promotes general advancement of hospitality management education and it advises the Government on the coordinated growth and development of hotel management and catering technology education and training etc.

ORGANISATION STRUCTURE – NCHMCT, Noida

Office of Chief Executive Officer				
Chief Executive Officer (one post) – Pay Level -13(A) Sr. Personal Assistant (one post) – Pay Level – 7 Driver (one post – Pay Level – 2 (Total – 3 posts)				
Administrative Division		Studies & Examination Division		Academic & Research Division
1. Director (Admin & Finance) (one post) – Pay Level-13 2. PA to Director (A&F) (Stenographer Gr. C) (one post) – Pay Level-6 3. Assistant (one post) – Pay Level-6 4. Deputy Director (one post) – Pay Level-11 5. Stenographer Gr. D (one post) – Pay Level-4 (Total – 5 posts)		1. Director (Studies)/Controller of Examination (one post) – Pay Level-13 2. Stenographer Gr. D (one post) – Pay Level-4 (Total - 2 posts)		1. Director (Academics & Research) (one post) – Pay Level-13 2. Stenographer Gr. D (one post) – Pay Level-4 (Total – 2 posts)
Society, BoG, Regulation & Monitoring, General Administration, Establishment & Hindi	Finance & Accounts	Studies & Examination	Student Registration	Teaching, Placement & Incubation Centre, Research, Training and Publication

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1. Office Superintendent (one post) Pay Level-7 2. LDC (two posts) – Pay Level-2 3. Driver (one post) – Pay Level-2 4. Peon/ Pantry Attendant/ Safaiwala/Chowkidar (MTS) (5 posts) (Pay Level-1) (Total-9 posts)	1. Executive Officer (one post) – Pay Level-10 2. Accountant (Two posts) – Pay Level-7 (Total – 3 posts)	1. Executive Officer (Studies) (one post) – Pay Level-10 2. Assistant Director (Studies) (one Post) – Pay Level-7 3. UDC (one post) – Pay Level-4 4. LDC (one post) – Pay Level-2 (Total – 4 posts)	1. Assistant Director (Technical) (one post) – Pay Level-7 2. Assistant (one post) – Pay Level-6 3. LDC (one post) – Pay Level-2 (Total – 3 posts)	1. Lecturer (two posts) – Pay Level-7 2. Assistant (one post) – Pay Level-6 3. Librarian & Information Assistant (one post) – Pay Level-6 (Total – 4 posts)
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Role and Functions of the NCHMCT:

Aims and objectives of National Council for Hotel Management & Catering Technology and its role as the apex formation in the country to ensure coordinated growth and development of hospitality education through its affiliated institutes are elaborated in its Memorandum of Association which among other things, mandates the Council to effectively discharge functions such as:

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	<ul style="list-style-type: none">a. Formulate, guide and coordinate various types of studies, knowledge and research inclusive of Graduate and Post Graduate studies in the field of Food Management, Hotel Management, Catering Technology and Applied Nutrition and allied skills and crafts;b. Affiliate Institutions concerned with the subject and prescribe course of study and instructions leading to examinations conducted by it;c. Prescribe standards for buildings and equipment for affiliated institutes;d. Prescribe educational qualifications and other standards for faculty and members of staff of affiliated institutes and, where necessary depute them for further training, both within and outside the country.e. Prescribe educational and other qualifications for admission of students to various courses and prescribe manner of admission of students of different courses at the affiliated institutes;f. Admit candidates to examinations conducted by it;g. Conduct annual examinations for promotion from lower to higher classes and terminal examinations for award of Certificates, Diplomas and Degrees as prescribed for different courses;h. Publish results of examinations conducted by it;
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		<ul style="list-style-type: none">i. Grant Certificates, Diplomas and Degrees to students who have completed and passed the prescribed course of study and examination conducted by it;j. Co-operate with other authorities and bodies in such manner and for such purposes as may be necessary for giving effect to the objects of the Society;k. Promote general advancement of hospitality education, technical or otherwise, amongst members of and those connected with educational and professional interests of the hotel and catering industry;l. Form Rules and Bye-laws to devise and impose means for testing qualifications of persons already working in the industry with a view to grant recognition to their professional attainments and deal with all matters incidental thereto;m. Advise the Government on coordinated development of Hotel Management and Catering Technology education and training and on such other matters as the Govt. may require;n. Do all other such lawful acts and things as may be necessary or incidental or conducive to the attainment of all or any of the objects of the Society;o. Acquire, hold and dispose of property in any manner whatsoever, subject to prior approval of the Central Government being obtained in the case of acquisition or
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		<p>disposal of immovable property;</p> <p>p. Deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its functions;</p> <p>q. Borrow and raise money with or without security or the security of any mortgage, hypothecation or pledge of the overall or any part of the immovable properties belonging to the Society or in any other manner whatsoever;</p> <p>r. Print, publish and exhibit magazines, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objects of the Society;</p> <p>s. Receive grants-in-aid, donations, etc. from the Govt. and, if considered necessary, from other persons and utilize the grants etc. so received solely for furtherance of the objects of the Society and in accordance with any conditions therefore imposed by the Government;</p> <p>t. Create and maintain a fund to which shall be credited;</p> <p>i) All moneys provided to the Society by Government of India and other Governments/Institutions;</p> <p>ii) All fees and other charges received by the Society;</p> <p>iii) All moneys received by the Society by way of grants, gifts, donations bequests or transfers, and</p> <p>iv) All moneys received by the Society in any other manner or from any other</p>
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		<p>source.</p> <p>v) Deposit all moneys into the fund created and maintain them in banks or invest them in such manner as the Society may decide;</p> <p>u. Draw, make, accept endorse and discount cheques, notes or other negotiable instruments , and for these purposes sign execute and deliver such assurances/deeds as may be necessary;</p> <p>v. 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 formation of the Society and management and administration of any of the foregoing objects including all rents, taxes, outgoings of salaries of the employees;</p> <p>w. Carry out such other duties as may be imposed upon it by the Central Government from time to time.</p>
Section 4(1)(b) (ii)	Powers and duties of officers and employees	<p>Powers and Duties</p> <p>The powers and duties of the officers of the NCHMCT are governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of NCHMCT. Directors in the Council are authorized to sign sanction orders and convey the decisions of the NCHMCT.</p>

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	<p>The Director (A&F) is mainly entrusted with general administration and finance matters of the Council including conducting of JEE, RTI matters, custodian of records, the common seal and funds of the Institute and such other property of the Council, conduct of BoG Meeting and NHTET exam twice in a year, campus maintenance, annual audit and annual report, screening of application for the post of Principals of CIHMs, award of scholarships and prizes, coordination with IGNOU and JNU, the academic partners.</p> <p>The Director (Studies) is mainly responsible for development of various course curriculums, conduct of examinations, declaration of results, issue of certificates, update of syllabus, accreditation of the Institute, evaluation and advice on DPRs of new projects sanctioned under CFA of Ministry of Tourism, regular site visit to assess the suitability of the project and attend the building committee meeting, prescribing the space, equipment and faculty norms of the affiliated institutes, running of academic programs, supply of mid-term and end term question papers, organising examination committee meeting, maintenance of computerised data of registration and result, upgradation of examination software and other IT solutions, coordinating skill programs of MoT and publicity & social media.</p> <p>The Director (Academics) is mainly responsible for academic audit & CLF audit in the affiliated Institutes, regulate the institute and their performance review, ranking of the institute, coordination with Institutes for THIMS portal, running of academic programs and other skill programs from the NCHMCT campus and function as Principal, research study and running of Ph.D. program, publication of newsletter and undertaking market surveys, conduct of seminars and workshops, publication of books and standard teaching</p>
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		materials, regular faculty development programs (CLF training), running of centralised placement cell, running one incubation centre with entrepreneurship training and other help for start-ups, academic tie-up/training with other institutes including foreign, coordination with industry and professionals bodies, consultancy for earning revenue, running of library and documentation centre, running of guest house and hostels in the campus.									
Section 4(1)(b)(iii)	Procedure followed in the decision making process, including channels of supervision and accountability	<p>Procedure followed in Decision Making Process</p> <p>In the discharge of duties and in the decision making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken at the level of the Director (Admin & Finance), Director (Studies) and Director (Academics) for respective divisions in the NCHMCT and final approvals are given by CEO of the Council.</p>									
Section 4(1)(b)(iv)	Norms set by the for discharge of functions	<p>Timeline in decision making are as under:</p> <table border="1"> <tr> <td>1.</td><td>Issue of Transcription</td><td>15 days</td></tr> <tr> <td>2.</td><td>Disposal of RTI Application</td><td>30 days</td></tr> <tr> <td>3.</td><td>Disposal of Public Grievance</td><td>30 days</td></tr> </table>	1.	Issue of Transcription	15 days	2.	Disposal of RTI Application	30 days	3.	Disposal of Public Grievance	30 days
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3.	Disposal of Public Grievance	30 days									

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		<table border="1"> <tr> <td>5.</td><td>Student grievance</td><td>7 days</td></tr> <tr> <td>6.</td><td>Response to ragging complaints</td><td>Within 2 days</td></tr> <tr> <td>7.</td><td>Result of Term-end-examination</td><td>45 days</td></tr> </table>	5.	Student grievance	7 days	6.	Response to ragging complaints	Within 2 days	7.	Result of Term-end-examination	45 days
5.	Student grievance	7 days									
6.	Response to ragging complaints	Within 2 days									
7.	Result of Term-end-examination	45 days									
Section 4(1)(b)(v)	Rules, regulations, instructions, manuals and records, held by or under the control or used by employees for discharging functions.	<p>Rules, Regulations, instructions, Manual and Records, for discharging functions</p> <p>Rules & Regulations and Bye-laws of NCHMCT is placed in the website of NCHMCT for reference.</p>									
Section 4(1)(b)(vi)	Statement of the categories of documents that are held by or under control	<p>Statement of the Categories of Documents Held by the NCHMCT under its Control</p> <p>A statement of the categories of documents that are held by it or under its control</p> <p>The office holds files and documents related to its functioning along with references and correspondence. The following documents are available with the NCHMCT's Studies Division:</p>									

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By Studies Division:

- 1) Results of all examinations conducted by NCHMCT
- 2) Syllabus / Course content for all the Courses offered by NCHMCT
- 3) Accreditation of the Institute
- 4) Space, equipment and faculty norms of the affiliated institutes
- 5) Exam related material
- 6) Maintenance of computerised data of registration and result

By Administration & Finance Division:

- 1) Annual Report and Audited Statement of Accounts
- 2) Service record of all of its employees.
- 3) Records on affiliation of the Institutes.
- 4) Records of disposal of RTI applications and appeals
- 5) Records of disposal of Public grievance
- 6) Rules & Regulations of Society
- 7) Memorandum of Association
- 8) Staff Regulations & Bye Laws

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		<p>By Academics Division:</p> <ol style="list-style-type: none"> 1) Academic audit reports 2) CLF audit in the affiliated institutes, 3) Performance review and ranking of the institute 4) Research study 5) publication of news letter 6) publication of books and standard teaching materials 7) Library and documentation centre 						
Section 4(1)(b)(vii)	Representations received from Government	Proposals/representations received are taken into consideration at the time of formulation of policy or implementation thereof.						
Section 4(1)(b)(vi)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for	<p>Statement of Boards, Council, Committees and Other Bodies Constituted as Part of the NCHMCT</p> <p>Society of NCHMCT:</p> <p>The following is the constitution of the Society of National Council for Hotel Management:</p> <table border="1"> <tr> <td>1.</td><td>Minister-in-charge of Administrative Department concerned</td><td>President</td></tr> <tr> <td>2.</td><td>Deputy Minister in the Administrative Department or if there</td><td>Vice-President</td></tr> </table>	1.	Minister-in-charge of Administrative Department concerned	President	2.	Deputy Minister in the Administrative Department or if there	Vice-President
1.	Minister-in-charge of Administrative Department concerned	President						
2.	Deputy Minister in the Administrative Department or if there	Vice-President						

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<p>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>		is no such Minister such other person as may be nominated by the President	
	3.	Representatives of the Government of India i) Secretary (Tourism) ii) Addl. Director General (Tourism) iii) Chairman-cum-Managing Director, ITDC iv) Director, IITTM	Member
	4.	Ministers/Secretaries Incharge of the Education and the Labour Department in the Union Government	Member
	5.	Representatives of the Governments of respective States in which the affiliated Institutes are located (All Secretaries of Tourism in the States in which the IHMs are located)	Member
	6.	Chairman of the Board of Governors of Societies managing the affiliated Institutes	Member
	7.	Chairman of the Board of Governors of National Council for Hotel Management	Member
	8.	Member Finance/Financial Advisor in the Administrative Department concerned	Member
	9.	Principals of all the affiliated Institutes	Member

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10.	Two experts in Hotel and Food Management, Catering and Nutrition nominated by the Government	Vacant
11.	Four persons from the Hotel and Catering industry (nominated by the Government)	Vacant
12.	Chief Executive Officer of the NCHMCT.	Member
13.	Director (A&F) of NCHMCT	Member Secretary

Governing Board:

The Board of Governors, as constituted by Government, conducts business of the National Council under the Chairmanship of Secretary (Tourism), Government of India. Chief Executive Officer, who is also a Member on the Board of Governors, oversees day-to-day affairs of the Council. Composition of the Board of Governors as defined in Rule 28 of Memorandum of Association of NCHMCT (Society) is as under:

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		1.	A Chairman nominated by the Government	Secretary (Tourism)
		2.	The representatives of the Government of India on the Society	i) Addl. Director General Ministry of Tourism ii) Director-Tech. Education, Ministry of HRD iii) Director General (Employment & Training), Ministry of Labour iv) CMD, ITDC v) Director, IITTM
		3.	Member Finance/Financial Advisor in the Administrative Department concerned	Addl. Secretary and Financial Advisor, MOT
		4.	Two of the nominees of the Government of State in which the affiliated institutions are located, to be specified by the Government	i) Principal Secretary (Tourism), Govt. of Bihar ii) Secretary (Tourism), Govt. of Kerala
		5.	Principals of 4 of the affiliated Institutes	i) Principal, IHM, Goa ii) Principal, IHM, Kolkata iii) Principal, IHM, Bengaluru iv) Principal, IHM, Chandigarh

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		6.	One expert in Hotel and Food Management, Catering and Nutrition, to be specified by the Government	Vacant		
		7.	Two members representing the hotel and catering industry to be specified by the Government	i) Dr. (Mrs) Jyotsna Suri, Chairperson & MD, Lalit Group of Hotels, New Delhi ii) Secretary General, FHRAI		
		8.	Chief Executive Officer	Sr. Economic Advisor, MoT		
		9.	Secretary of the Board	Director (A&F), NCHMCT		
		Tenure: Till further orders.				
		Members indicated at Sl. No. 4, 5, 6 & 7 are appointed by Ministry of Tourism Government of India vide Letter No. 30(3)/2003-HRD, dated 17.08.2009 till further orders. Members indicated at Sl. No. 3, 8 & 9 are permanent members.				
Section 4(1)(b)(ix)	Directory of officers and employees	S.N.	Name	Designation	Contact No.	Email Id
		1	Sh. Gyan Bhushan	Chief Executive Officer	011-23724164	bhushan.gyan@gov.in

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Directory of officers and employees in MNB Directory of Civil Accounts Organization	2	Dr. Satvir Singh	Director (Studies)	0120-2950604	dirs-nchm@nic.in
	3	Dr. Priyadarshan Singh Lakhawat	Director (Academics) & Director (A & F)-i/c	0120-2950602 0120-2590620	p.lakhawat@gov.in
	4	Smt. Krishna Gouniyal	Executive Officer (A&F)	0120-2590610	eoaf-nchm@nic.in
	5	Smt. Shraddha Sharma	Executive Officer (Studies)	0120-2590614	eos-nchm@nic.in
	6	Sh. Aswani Kumar	Assistant Director (Studies)	0120-2590607	adirs.nchm@gmail.com kumar.aswani45@gov.in
	7	Sh. Akhilesh kumar Tiwari	Assistant Director (Technical)	0120-2590613	adt-nchm@nic.in
	8	Sh. B. Venu Gopal	Office superintendent	0120-2950603	nchmctadm@gmail.com
	9	Dr. Abhinav Mishra	Lecturer	0120-2590622	abhinav.mishra83@gov.in
	10	Sh. Amol Kumar	Lecturer	0120-2590622	amol.kumar@gov.in
	11	-vacant-	Accountant	0120-2590619	-
	12	Sh. Tapesesh Kumar	Assistant	0120-2590621	kumar.tapesesh@gov.in
	13	Smt. Dimple Balotia	Stenographer Grade C	0120-2590602	dimple.balotia@gov.in
	14	Sh. Satish Kumar	Assistant	0120-2590608	jeenchm@gmail.com
	15	Ms. Divya Kushwaha	Librarian & Information Assistant	0120-2590630	kushwaha.divya@gov.in
	16	Ms. Priyanka Gour	Stenographer Grade D	0120-2590605	gour.priyanka@gov.in
	17	Sh. Shubham Khushwaha	Stenographer Grade D	0120-2590608	Khushwaha.shubham@gov.in

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		<table><tr><td>18</td><td>Sh. Leeladhar</td><td>LDC</td><td>0120-2590616</td><td>leeladhar.rikari@gov.in</td></tr><tr><td>19</td><td>Smt. Rashmi Badoni</td><td>LDC</td><td>0120-2590612</td><td>badoni.rashmi@gov.in</td></tr><tr><td>20</td><td>Sh. Sochita Nand Sonar</td><td>LDC</td><td>0120-2590628</td><td>sonar.sochitanand@gov.in</td></tr><tr><td>21</td><td>Sh. Surya Prakash Mishra</td><td>LDC</td><td>0120-2590607</td><td>mishra.surya@gov.in</td></tr></table>	18	Sh. Leeladhar	LDC	0120-2590616	leeladhar.rikari@gov.in	19	Smt. Rashmi Badoni	LDC	0120-2590612	badoni.rashmi@gov.in	20	Sh. Sochita Nand Sonar	LDC	0120-2590628	sonar.sochitanand@gov.in	21	Sh. Surya Prakash Mishra	LDC	0120-2590607	mishra.surya@gov.in		
18	Sh. Leeladhar	LDC	0120-2590616	leeladhar.rikari@gov.in																				
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Section 4(1)(b)(x)	Monthly remuneration received by each officers and employees, including the system of compensation as provided in regulations	LIST OF EMPLOYEES WITH GROSS MONTHLY REMUNERATION: <table><tr><th>S.N.</th><th>Name</th><th>Designation</th><th>Pay Level</th></tr><tr><td>1</td><td>Sh. Gyan Bhushan</td><td>Chief Executive Officer</td><td>Pay Level-13A (131100-216600)</td></tr><tr><td>2</td><td>-vacant-</td><td>Director (Admn. & Finance)/ Secretary</td><td>Pay Level-13 (123100-215900)</td></tr><tr><td>3</td><td>Dr. Satvir Singh</td><td>Director (Studies)</td><td>Pay Level-13 (123100-215900)</td></tr><tr><td>4</td><td>Dr. Priyadarshan Singh Lakhawat</td><td>Director (Academics)</td><td>Pay Level-13 (123100-215900)</td></tr></table>			S.N.	Name	Designation	Pay Level	1	Sh. Gyan Bhushan	Chief Executive Officer	Pay Level-13A (131100-216600)	2	-vacant-	Director (Admn. & Finance)/ Secretary	Pay Level-13 (123100-215900)	3	Dr. Satvir Singh	Director (Studies)	Pay Level-13 (123100-215900)	4	Dr. Priyadarshan Singh Lakhawat	Director (Academics)	Pay Level-13 (123100-215900)
S.N.	Name	Designation	Pay Level																					
1	Sh. Gyan Bhushan	Chief Executive Officer	Pay Level-13A (131100-216600)																					
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		5	Vacant	Deputy Director	Pay Level-11 (67700-208700)
		6	Smt. Krishna Gouniyal	Executive Officer (A&F)	Pay Level-10 (56100-177500)
		7	Smt. Shraddha Sharma	Executive Officer (Studies)	Pay Level-10 (56100-177500)
		8	Sh. Aswani Kumar	Assistant Director (Studies)	Pay Level-7 (44900-142400)
		9	Sh. Akhilesh kumar Tiwari	Assistant Director(Technical)	Pay Level-7 (44900-142400)
		10	Sh. B. Venu Gopal	Office superintendent	Pay Level-7 (44900-142400)
		11	Dr. Abhinav Mishra	Lecturer	Pay Level-7 (44900-142400)
		12	Sh. Amol Kumar	Lecturer	Pay Level-7 (44900-142400)
		13	-vacant-	Accountant	Pay Level-7 (44900-142400)
		14	Sh. Tapeshe Kumar	Assistant	Pay Level-6 (35400-112400)
		15	Smt. Dimple Balotia	Stenographer Grade C	Pay Level-6 (35400-112400)
		16	Sh. Satish Kumar	Assistant	Pay Level-6 (35400-112400)
		17	Ms. Divya Kushwaha	Librarian & InformationAssistant	Pay Level-6 (35400-112400)
		18	-vacant-	UDC Cum Cashier	Pay Level-6 (35400-112400) (with MACP)
		19	Ms. Priyanka Gour	Stenographer Grade D	Pay Level-4 (25500-81100)

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		<table><tr><td>20</td><td>Sh. Shubham Khushwaha</td><td>Stenographer Grade D</td><td>Pay Level-4 (25500-81100)</td></tr><tr><td>21</td><td>Sh. Leeladhar</td><td>LDC</td><td>Pay Level-4 (25500-81100) (with MACP)</td></tr><tr><td>22</td><td>Smt. Rashmi Badoni</td><td>LDC</td><td>Pay Level-2 (19900-63200)</td></tr><tr><td>23</td><td>Sh. Sochita Nand Sonar</td><td>LDC</td><td>Pay Level-2 (19900-63200)</td></tr><tr><td>24</td><td>Sh. Surya Prakash Mishra</td><td>LDC</td><td>Pay Level-2 (19900-63200)</td></tr></table>	20	Sh. Shubham Khushwaha	Stenographer Grade D	Pay Level-4 (25500-81100)	21	Sh. Leeladhar	LDC	Pay Level-4 (25500-81100) (with MACP)	22	Smt. Rashmi Badoni	LDC	Pay Level-2 (19900-63200)	23	Sh. Sochita Nand Sonar	LDC	Pay Level-2 (19900-63200)	24	Sh. Surya Prakash Mishra	LDC	Pay Level-2 (19900-63200)
20	Sh. Shubham Khushwaha	Stenographer Grade D	Pay Level-4 (25500-81100)																			
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22	Smt. Rashmi Badoni	LDC	Pay Level-2 (19900-63200)																			
23	Sh. Sochita Nand Sonar	LDC	Pay Level-2 (19900-63200)																			
24	Sh. Surya Prakash Mishra	LDC	Pay Level-2 (19900-63200)																			
Section 4(1)(b)(xi)	Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Budget (particulars of all plans, proposed expenditures and reports on disbursement made)																				

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Revised Estimate 2023-24 and Budget Estimate 2024-25 (Expenditure)

No.	Particulars	Accounts 2022-23	B E 2023-24	R E 2023-24	B E 2024-25
		Rs.	Rs.	Rs.	Rs.
1.	Establishment Salary/Uniform/LTC/ Honorary and Pension Contribution	5,65,22,380	5,29,50,000	5,94,05,000	6,36,00,000
2.	JEE Expenses	15,48,204	60,00,000	60,00,000	75,00,000
3.	Degree/Diploma Expn.	1,59,19,660	1,80,00,000	1,90,00,000	2,20,00,000
4.	Security/Sanitation Charges	1,45,38,432	1,60,00,000	1,60,00,000	1,75,00,000
5.	Electricity Expenses	42,47,577	70,00,000	60,00,000	70,00,000
6.	Curriculum & Faculty Development through Foreign University	9,96,919	20,00,000	10,00,000	10,00,000
7.	Other Administrative Expenses	2,23,43,640	3,49,35,000	3,34,62,000	3,52,62,000
	Total	11,61,16,812	13,68,85,000	14,08,67,000	15,38,62,000

Revised Estimate 2023-24 and Budget Estimate 2024-25 (Receipts)

Particulars	Accounts 2022-23	B E 2023-24	R E 2023-24	B E 2024-25
	Rs.	Rs.	Rs.	Rs.
JEE Counselling /Degree/ Diploma/M.Sc. Exams/ Interest and other receipts	13,72,48,719	16,26,20,000	15,92,00,000	17,81,20,000
Less: Expenditure	11,61,16,812	13,68,85,000	14,08,67,000	15,38,62,000
Anticipated Surplus	2,11,31,907	2,57,35,000	1,83,33,000	2,42,58,000
Less: Depreciation	1,81,09,591	1,75,00,000	1,60,00,000	1,75,00,000
Net Surplus	30,22,316	82,35,000	23,33,000	67,58,000

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Section 4(1)(b)(xi i)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Manner of Execution of Subsidy Programmes No subsidy programs were undertaken by NCHMCT so far.
Section 4(1)(b)(xi ii)	Particulars of recipients of concessions, permits or authorisations granted	Particulars of Recipients of Concessions, Permits or Authorisations Granted by the NCHMCT i) Affiliation of Private Institutes of Hotel Management: NCHMCT accorded provisional affiliation to 25 Private Institutes of Hotel Management for running the 3-Year Degree Program as well as other short duration courses. ii) NCHMCT granted permission to recognized schools under CBSE for offering the hospitality courses at 10+2 level.

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		<p>iii) Under special MOU, NCHMCT conducts special examination (Diploma level) to the Sailors/Petty Officers of Indian Navy at INS Hamal, Mumbai.</p> <p>iv) Institutes and Hotels are permitted to run short-duration skill development training programs under Hunar-se-Rozgar scheme.</p>
Section 4(1)(b)(xi v)	Details in respect of the information, available or held by, reduced in an electronic form	<p>Information available in an electronic form on the website of NCHMCT</p> <p>Annual Report of the NCHMCT</p> <p>Norms & Standards for IHMs (Central Govt./State Govt./Private)</p> <p>Norms & Standards for FCIs</p> <p>List of affiliated Institutes along with full address, contact numbers and e-mail/website.</p>
Section 4(1)(b)(x v)	Particulars of facilities available to citizens obtaining information, including the	<p>Particulars of the Facilities available to Citizens for Obtaining Information</p> <p>Information pertaining to activities dealt by the NCHMCT is provided to the users who demand the information.</p>

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	working hours of a library or reading room, if maintained for public use	Office Address: National Council for Hotel Management & Catering Technology (NCHMCT), A-34, Sector 62, NOIDA 201 309. The information is also uploaded on the website of the NCHMCT for general reference.		
Section 4(1)(b)(x vi)	Names, designations and other particulars of the Public Information Officers	Names, Designations and Other Particulars of the 1st Appellate Authority and the Public Information Officers		
		Name & Designation	Telephone (O)	Email id
		Shri Gyan Bhushan, IES Chief Executive Officer & First Appellate Authority	011-23724164	bhushan.gyan@gov.in
		Dr. Priyadarshan Lakhawat Director (Admn. & Fin.)-i/c & CPIO	0120-2590602	p.lakhawat@gov.in
		Smt Krishna Gouniyal Executive Officer (A&F) & APIO	0120-2590610	eoaf-nchm@nic.in
		Smt Shraddha Sharma Executive Officer (Studies) & APIO	0120-2590614	eos-nchm@nic.in

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Section 4(1)(b)(xvii)	Such other information as prescribed	<p>Norms for the Discharge of Functions</p> <p>Norms set by it for the discharge of its functions</p> <p>The procedure/instructions contained in the Manual of Office Procedure issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions for timely disposal of receipts/cases are being followed in the NCHMCT.</p> <p>Other Useful Information</p> <ul style="list-style-type: none">i) NCHMCT prescribes norms and standards for affiliation of Central Government / State Government / Private Institutes of Hotel Management for offering hospitality courses offered by NCHMCT.ii) NCHMCT conducts term-end / semester-end examinations involving NCHMCT component subjects of the courses offered by it.iii) NCHMCT conducts All India Joint Entrance Examination every year for admission of candidates to the first year of 3-Year B.Sc. HHA Program.
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(Frequently Asked Questions) FAQs

1) What courses offered by NCHMCT?

NCHMCT offers PG Degree, UG Degree, PG Diploma, Diploma and Certificate programs in the field of hospitality.

2) How the admissions are done to NCHMCT courses?

Admissions to PG Degree and UG Degree programs are through All India JEE followed by online counselling for allotment of seat based on All India Rank and choice of IHMs opted by the candidates. For PG Diploma, Diploma and Certificate courses, the admission is done at Institute level.

3) Only government IHMs are affiliated to NCHMCT?

Under the academic umbrella of NCHMCT, there are Central IHMs, State IHMs, PSU IHM, PPP SIHMs and Private IHMs are offering different courses.

4) Where NCHMCT is located?

NCHMCT is located at A-34, Sector 62, Noida 201 309, Uttar Pradesh.

5) Is there any branch or regional office of NCHMCT located in any other City?

No.

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	<p>6) Who awards the Degrees/Certificates/Mark-sheets? PG Degrees and UG Degrees are awarded by the Jawaharlal Nehru University (JNU), New Delhi. PG Diploma, Diploma and Craft Certificates are awarded by the NCHMCT.</p> <p>7) Is there any attendance criteria for attending the classes at allotted Institute? Yes, as per attendance rules, minimum 75% of attendance is required for any candidate to appear in the semester-end exams.</p> <p>8) Who conducts the semester-end exams? NCHMCT conducts the semester-end exams at all the affiliated Institutes across the country as per the date-sheet notified by it well in advance.</p> <p>9) What is NHTET? NHTET is aimed to filter the best among the better to declare them eligible for Assistant Lecturer and Teaching Associates in NCHMCT affiliated IHMs.</p> <p>10) How many times NHTET is conducted by NCHMCT? NCHMCT conducts maximum up to 2 NHTETs each year.</p>
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Para wise - C&AG Compliance Audit Observations **(FY 2023-24)**

<u>Para Ref No.</u>	<u>Audit Observed</u>
<u>OBS-120982</u>	<u>Award of work to NBCC Limited on nomination basis</u> Audit observed that the work awarded to NBCC Ltd. on a nomination basis without ensuring any competition is in contravention to the provisions of the General Financial Rules and Terms & Conditions of the Scheme of Financial Assistance. Further, without obtaining approval of BoG, estimates for renovation work were obtained for NBCC Ltd. in August 2021 clearly indicates intent of NCHM&CT for awarding the work to NBCC Ltd. on nomination basis.
<u>OBS-1230992</u>	<u>Non-compliance of terms and conditions of Grant</u> The institute has neither submitted performance-cum-achievement report nor maintained any subsidiary accounts of the Government grant. The reply of the NCHMCT is contrary to the terms and condition of the Sanction Order which specifically mentioned for submission & maintenance of performance-cum-achievement report and subsidiary account.
<u>OBS-1232911</u>	<u>Non-Levy of damages for delay in completion of renovation work</u> Audit observed that final bill and Completion Certificate is still awaited. However, instead of levying damages for delay in completion of work, NCHMCT had released more funds of Rs.2.39 crore (Rs.1.20 crore on 05 December 2023 and 1.19 crore in 24 January 2024) to NBCC for the said work.
<u>OBS-1232958</u>	<u>Execution of extra work without approval</u> Audit noted that during the course of execution of renovation work, NCHMCT assigned (October 2023) an extra work to NBCC Ltd. relating to laying a separate dedicated cabling connection of the existing Generator with the AC unit installed in the MP Hall for uninterrupted power supply for 7.32 Lakh. The work was got executed by NBCC Ltd. Through its sub-contractor i.e. GLJ Enterprises and for this work, NBCC Ltd. raised a payment of Rs.6.79 Lakh in December 2023. Audit observed that aforesaid work was not the part of renovation work awarded to NBCC Ltd. for Rs.6.31 crore. Hence, awarding of extra work and making payment for the same without approval of Competent Authority is irregular.
<u>OBS-1234699</u>	<u>Discrepancy in execution of work-Rs.38.66 Lakh</u> Reasons of such discrepancies and reply of the Management may be furnished to audit along with copy of bills of all the items installed during renovation of Campus and a detailed verification/ inspection of Running bills may be got done and discrepancies found, if any, may be intimated to audit.

Note:- There is no any Previous C&AG Outstanding Paras.

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DIARY & DISPATCH SECTION

Sl. No.	Name	Address
1.	Mr. Sochitanand Sonar LDC Contact No. 0120 2590628 Email: sonar.sochitanand@gov.in	Diary & Dispatch Section National Council for Hotel Management & Catering Technology A-34, Sector-62, Noida- 201309

EDUCATIONAL WORKSHOP CONDUCTED FOR ADVANCE UNDERSTANDING OF RTI

