

Chapter 3

Powers and Duties of Officers

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.

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.

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.

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 news letter and undertaking market surveys, conduct of seminars and workshops, publication of books and standard teaching 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.



राष्ट्रीय होटल प्रबन्ध एवं केटरिंग टेक्नोलॉजी परिषद
(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)
NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(An Autonomous Body under Ministry of Tourism, Govt. of India)

ए-34, सेक्टर 62, नोएडा - 201309 (उत्तर प्रदेश)
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Date: 30.05.2024

OFFICE ORDER

In supersession of all earlier office orders, reallocation of duties in consultation with Director (S) and Director (Academics) in respect of following officials of NCHMCT are made with immediate effect and until further orders.

Sl. No.	Name & Designation	Description of Duties
Administration and Finance		
1	Shri B. Venu Gopal Office Superintendent	1. BOG meeting/Society meeting record of NCHMCT/ Minutes Book of BOG meetings. 2. Preparation of Annual Report (English version) 3. Supervision of all Establishment matters 4. Vehicle Management 5. Air Ticket Booking 6. Organising events and catering 7. National Awards for Academic Excellence in Hospitality Education. 8. CCTV Camera Supervision 9. Guest House and building Maintenance
2	Shri Somesh Chandra, Accountant	1. Handling PFMS and CNA 2. Gem Tender/ Bid/ Procurement 3. Checking of bills, Cheque and cashbook 4. Administer files related to payment submitted by dealing hands 5. Bank reconciliation of all 8 Accounts of NCHMCT on monthly basis 6. Calculation of tax from firms, individual and professionals etc. 7. Calculation of tax from employees of NCHMCT 8. Monitoring of Fixed deposits, calculation of interest/accrued interest and maintenance of fixed deposits register 9. Issue of Form 16 annually and Form 16A on quarterly basis. 10. Filing of returns such as Quarterly Returns in Form 24Q & 26Q, Annual Return, GST Return 11. Preparation of Annual Salary statement of each officer/official of NCHMCT 12. Preparation of Annual Accounts Maintenance of GPIF subscriber's A/c calculation of interest and issue of GPIF statement to each subscriber annually 13. Maintenance stock register, charging depreciation thereon and annual physical verification. 14. TA/DA bills 15. Preparation of Budget Estimate and Revised Estimate. 16. Maintain Cash Book and petty cash 17. Dealing with Bank 18. Maintenance of all registers i.e. PBR, Loans and Advances and cheque book register. 19. All other works as assigned by senior officers.
3	Smt. Dimple Balotia, Stenographer Gr. C	1. All secretarial works as given by Director (A&F) 2. Tour programme and booking of air tickets 3. Sending e-mails on various subjects to officials of MoT, HIMs and other (as directed by Director) 4. Appointment files of Principal's post at various HIMs

		<ol style="list-style-type: none"> 5. RTI cases both physical and online 6. Filing of online quarterly return and third party audit 7. Handling anti-ragging portal of UGC 8. Parliament Questions (as directed by Director) 9. NITTE Exam 10. Disposal of VIP references (as directed by Director) 11. Maintenance of misc. dak of IIMs like monthly reports of IIMs BoG meeting agenda/Minutes. 12. Any other work assigned from time to time.
4.	Shri Satish Kumar Assistant	<ol style="list-style-type: none"> 1. All JEE work 2. JEE advertisement and Publicity 3. JEE related court cases and advocate files 4. Admission of Foreign National/ NRI/ PIO 5. M.Sc HA admissions 6. AMCs and office Maintenance related work 7. Procurement 8. Files relating to financial assistance to IIMs/ SC/ST Candidates. 9. Any other work assigned from time to time.
5	Smt. Rashmi Badoni, LDC	<ol style="list-style-type: none"> 1. Processing of matters relating to appointments in NCHMCT which involves Advt. of the post/Receipt of applications/preparation of summary record/preliminary scrutiny/Minutes of Screening Committee/ Issue of letters for interviews and appointments thereof 2. Maintenance of personal files/Service Book of staff of NCHMCT. 3. Maintenance of Leave records/ Attendance Record of staff/ APARs of staff. 4. Salary of Regular staff/ Consultants/contractual appointments in NCHMCT 5. Pay fixation/increments of staff/ pay arrears of staff. 6. Implementation of MACPs, promotion related work. 7. Medical claims of staff (Indoor). 8. OTA of staff car driver 9. LTC claims, Computer advance etc. 10. Calculation of Retirement benefits/pension of staff. 11. Daily attendance machine software/reports 12. Misc. correspondence of Ministry relating to Reports/SC/ST/OBC vacancies etc. 13. Custodian of old files of appointments 14. All work related to Implementation of Hindi Language in official work like sending of Hindi quarterly/six monthly/annual reports of NCHMCT to MoT and Rajbhasha vibhag/Dealing of hindi dak received from NARAKAS/ Regional implementation office Ghz. and MoT/ Quarterly official language implementation Meetings in NCHMCT/Organisation of Workshops/ Hindi Pakhwada 15. Identity cards, Name plates etc. 16. Bills related to purchase of books/ID Cards/Advt. etc 17. Maintenance of CGEIS Register/ Purchase of Books register/ Post Roster Register etc. 18. Any other work assigned from time to time.
6	Sh. Sochitanand Sonar, LDC	<ol style="list-style-type: none"> 1. Plumber, Carpenter and other maintenance 2. Tuition Fees 3. Medical outdoor 4. Petrol and maintenance of staff car 5. Electricity, Drinking water and Gas 6. Diesel for Gen. set and maintenance 7. Laundry for Guest House 8. Pantry Expenses 9. Fire fighting 10. Pest control 11. Purchase and maintenance of General Store 12. Bills related to Telephone, Mobile, Air ticket, Speed post etc. 13. Misc. work as assigned from time to time by the officers.

Studies Division

7	Shri Aswani Kumar Assistant Director (Studies)	<ol style="list-style-type: none"> 1. Organise evaluation of examinations 2. Collection of admission and examination related data from IIMs 3. Coordination with JNU for admission related data 4. Upkeep and maintenance of Hostel 5. Handling examination forms and fees 6. Guest House Maintenance 7. Coordination with IIMs and FCIs for various institutional events
8	Shri Akhilesh Tiwari Assistant Director (Technical)	<ol style="list-style-type: none"> 1. Collection and Maintenance of all India students data of all IIMs and FCIs 2. Preparation of result for all courses/programmes 3. Issuance of Bonafide Certificates/backlog certificates/ duplicate mark sheets/diploma certificates etc. 4. Verification of Students credentials, Transcripts etc. 5. Result amendment 6. Maintenance and updation of Council's website 7. Stock maintenance and upkeep of IT assets. 8. Maintenance of THIMS portal
9	Sh. N.K. Dhakate UDC	<ol style="list-style-type: none"> 1. Records of Fee for Examinations & Enrolment fees 2. Upkeep of Fee Register under different categories 3. Processing of TA/DA bills for evaluators 4. All fee follow-up letters, emails and phone calls 5. Reconciliation of fee with accounts section and bank 6. Re-totaling fee receipts and forms. 7. Re-registration fee of IGNOU and register 8. Settlement of all evaluation bills 9. Any other work assigned from time to time
10	Ms. Priyanka Gour Stenographer Gr. D	<ol style="list-style-type: none"> 1. Put up all PUCs and take dictations and typing for Director (S) and EO (S) 2. Maintaining all files/records of Central, state, Pvt. And FCIs. 3. Prepare examination date sheets, academic calendar, exam forms, special exam schedules etc. 4. Handling matters related to INS Hamla 5. Maintaining Question Paper data base for all courses; Typing as per course and datesheet; dispatch of encrypted question paper and password through Email 6. Organising hearing of all malpractice cases 7. Handle all transcripts 8. Maintain confidentiality and coordinate within studies and admn. division for timely completion of assigned work
11	Sh. Leeladhar LDC	<ol style="list-style-type: none"> 1. Receipt of Answer Book; Opening of bundles, counting, tagging of answer book, stacking answer books subjectwise and preparing for evaluation 2. Timely award of fictitious numbers as per evaluation schedule 3. Coding of answer books, mixing and marking bundles for evaluation 4. Issue of coded answer books to evaluators and their receipt 5. Issue of award sheets and their receipt 6. Entry of award sheets in register and issue to data centre 7. Maintain students attendance files pertaining to term End Exams 8. Prepare answer books for re-totaling; outstation evaluation and their record 9. Preparation of Evaluation Register, Answer Book Issue and Receipt Register; Answer book receipt from Institute Register 10. Counting, Receipt of Answer books and entry in Register 11. Filing of all Exam attendance sheets, institute wise. 12. Maintaining Stock of stationery required for evaluation
12	Sh. Surya Prakash Mishra LDC	<ol style="list-style-type: none"> 1. Coordination with IIMs and FCIs for collection of fees 2. Work as assigned by Director (S), Executive Officer (S) and Assistant Director (S)

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Academics Division

13	Dr. Abhinav Mishra Lecturer	<ol style="list-style-type: none"> 1. Taking lectures for M.Sc (IIA) students of NCHM-III 2. Guiding students of M.Sc (IIA) students to develop Masters level thesis 3. Training and placement co-ordination 4. Event organising for students 5. Industrial visit co-ordination 6. Assist in Institute affiliation related work 7. Any other tasks assigned by Competent Authority
14	Shri Amol Kumar Lecturer	<ol style="list-style-type: none"> 1. Taking lectures for M.Sc (IIA) students of NCHM-III 2. Guiding students of M.Sc (IIA) students to develop Masters level thesis 3. Event organising for students 4. Industrial visit co-ordination 5. Newsletter editing co-ordination work 6. Any other tasks assigned by Competent Authority
15	Shri Tapesh Kumar Assistant	<ol style="list-style-type: none"> 1. Work related to M.Sc Programme and other related activities. 2. Maintenance of work of all equipments and furniture of Academic Block 3. Maintenance of Student personal file and record. 4. Assist in FDP's. 5. All files on training and development 6. All matters related to M.Sc Course 7. Hostel Maintenance 8. Payment of visiting faculties 9. TA/DA Bills of participants of workshops/seminars 10. Any other tasks assigned by Competent Authority
16	Ms. Divya Kushwaha Librarian & Information Assistant	<ol style="list-style-type: none"> 1. Purchase of books for library 2. Maintenance of books stock 3. Issue of books to students/staff 4. Bills related to Newspaper and periodicals 5. Overall maintenance of Library 6. Any other tasks assigned by Competent Authority
17.	Shri Umang Stenographer Grade D	All secretarial work of Director (Acad.) office and other work as assigned by Director (Acad.)

The above order may be complied with immediate effect and any dereliction of duties will be viewed seriously.

Note: The files shall be submitted through the Supervisory officers as usual. During the absence of any one official, the work shall be managed by other co-officials.


 (L.K. Garudali)
 Director (A&F)

Distribution

1. SRN I to 17
2. Director (S) /Director (Acad.)/ EO (A&F)/ EO (S)
3. Security Supervisor
4. Concerned file



राष्ट्रीय होटल प्रबन्ध एवं केटरिंग तकनालॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशाही निकाय)

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Delegation of Administrative Powers:

Sl. No.	Nature of Power		Authority to which the power is delegated		
			Existing	Revision with approval of BOG in its 46 th meeting held on 01.12.2017	Revision with approval of BOG in its 52 nd meeting held on 06.09.2021
1.	Creation/abolition of posts		Chairman, BOG (for all posts in NCHMCT)	As per existing	Unchanged
2.	A	Appointing Authority	Chairman, BOG (for all Group A posts) Chief Executive Officer (for all Group B posts) Director (A&F) (for all Group C posts)	As per existing	Unchanged
	B	Disciplinary Authority	Chairman, BOG (for all Group A posts) Chief Executive Officer (for all Group B posts) Director (A&F) (for all Group C posts)	As per existing	Unchanged
	C	Appellate Authority	President of the Society (for all Group A posts) Chairman, BOG (for all Group B posts) Chief Executive Officer (for all Group C posts)	As per existing	Unchanged
3.	Acceptance of Resignation		President of the Society (for all Group A posts) Chairman, BOG (for all Group B posts) Chief Executive Officer (for all Group C posts)	As per existing	Unchanged
4.	Fixation of Pay		Director (A&F)	As per existing	Unchanged
5.	Approval of Tour Programs		Chairman, BOG (for CEO) Chief Executive Officer (for all Officers of NCHM)	Chairman, BOG (for CEO) CEO (for Directors) Director (A&F) (for all Officers)	Unchanged
6.	Sanction of Air Travel for non-entitled categories on tours		Chairman, BOG (for all Officers of NCHM)	As per existing	Unchanged
7.	Advances (Pay, TA, LTC, Leave Salary)		Director (A&F)	As per existing	Unchanged



8.	Advance to employees for purchase of Car, Motor Cycle, Scooter, Bicycle, Fan, etc. to Entitled Officers Non-entitled Officers	Director (A&F) Chief Executive Officer	As per existing	Unchanged
9.	Grant of Increments	Dy. Director	As per existing	Unchanged
10.	A Grant of EL, HPL, CL, EOL, Maternity Leave and Leave not Due	Chairman, BOG (for CEO) Supervisory Officers (for rest of staff) <i>Note: Necessary Leave Sanction Order will be issued by Dy. Director as records and service books are maintained by the A&F wing.</i>	As per existing	Unchanged
	B Special Leave, Study Leave, Special Disability Leave	Chairman, BOG (for all Group A & B posts) Chief Executive Officer (for all other posts) <i>Note: Necessary Office Orders will be issued by Director (A&F) as records and service books are maintained by the A&F wing.</i>	As per existing	Unchanged
11.	Controlling Officer for TA Bills	1) For all Group A posts up to Dy. Director post will be their own Controlling Officer. 2) For rest, Dy. Director.	1) For all Group A posts up to Dy. Director post will be Director (A&F). 2) CEO for Directors.	Unchanged
12.	Leave Travel Concession	i) All LTC claims will be countersigned by authorities as mentioned for TA Bills at S.No.11. ii) Admissibility will be certified by Deputy Director for all claimants.	As per existing	Unchanged
13.	Power to allow medical reimbursement of medical expenses and to countersign the bills and to record prescribed certificates	Director (A&F) (for all officers subject to fulfillment of conditions and procedural requirements laid down in the relevant rules)	As per existing. Exceptional cases to be referred to CEO.	Unchanged
14.	Over-Time Allowance	Chief Executive Officer (for all entitled category of Officers)	As per existing.	Unchanged
15.	Sanction of Advance/ Withdrawal from GPF Account	Chief Executive Officer (full powers for all Group A posts)* Director (A&F) (full powers for all Group B &	As per existing.	Unchanged



		C posts)* * Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules.		
16.	Sanction and Drawl of Pay and Allowances of all employees of the Council	Director (A&F) (full powers for all employees)* * Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	As per existing.	Unchanged
17.	Sanction of non-recurring expenditure on each occasion for purchase of office equipment and furniture, fixtures and fittings, etc.	Chief Executive Officer (above Rs.0.50 lakh) Director (A&F) (up to Rs.0.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	CEO (above Rs.1.00 lakh) Director (A&F) (up to Rs.1.00 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	CEO (above Rs.2.50 lakh) Director (A&F) (up to Rs.2.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.
18.	Procurement & Printing of Stationery	Chief Executive Officer (Above Rs.0.50 lakh) Director (A&F) (up to Rs.0.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Chief Executive Officer (Above Rs.1.00 lakh) Director (A&F) (up to Rs.1.00 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Unchanged
19.	a) Publication of Books and publicity material including journals b) Newsletters	Chief Executive Officer (full powers) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules. —	As per existing. Director (A&F) (full powers)	Unchanged
20.	Postage and Telegrams	Director (F) (full powers)	As per existing.	Unchanged
21.	Liveries, clothing and other articles for Group C & D employees	Director (F) (full powers) As per norms laid down in the relevant rules/instructions.	As per existing.	Unchanged
22.	Electricity & Water Charges	Director (F) (full powers)	As per existing.	Unchanged
23.	Rent, Taxes of Office Land and Building	Director (F) (full powers)	As per existing.	Unchanged
24.	Maintenance and Running of Staff Cars	Chief Executive Officer (full powers) Director (A&F) (Rs.10,000) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Chief Executive Officer (full powers) Director (A&F) (Rs.50,000) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Unchanged



25.	Incurring of other expenditure recurring in nature	--	Chief Executive Officer (full powers) Director (A&F) (up to Rs.1.00 lakh) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.	Chief Executive Officer (full powers) Director (A&F) (up to Rs.2.00 lakh) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.
26.	Contract Deeds	Director (A&F)/ Secretary of the BOG (All Cases) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.	As per existing.	Unchanged
27.	Power to write off losses, irrecoverable losses not due to theft, fraud or negligence	Chairman, BOG (full powers) Chief Executive Officer (up to Rs.50,000) Subject to confirmation by Board of Governors	Chairman, BOG (full powers) Chief Executive Officer (up to Rs.1.00 lakh) Subject to confirmation by Board of Governors	Unchanged
28.	To declare Stores (including items of dead stock) to be declared obsolete or unserviceable and to order their disposal	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.50,000)* * As per book value in each case subject to fulfillment of procedural requirements.	As per existing.	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.1.00 lakh)* * As per book value in each case subject to fulfillment of procedural requirements.
29.	Assistance to Recreational Club/Canteen	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.25,000)* *As per laid down norms	Chief Executive Officer (full powers)* Director (A&F) (up to Rs.50,000)* *As per laid down norms	Unchanged
30.	Power to verify cases of reimbursement of tuition fee and to allow reimbursement and record prescribed certificate in the bill under normal rules	Director (F) (for all entitled categories as per laid down norms)	As per existing.	Unchanged

