

**THIRD PARTY SUO MOTO DISCLOSURE OF INFORMATION UNDER RTI**

Sr. No	Details of disclosure	Remarks
<b>1</b>	<b>Organisation and Function</b>	
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>	
1.1.1	Name and address of the Organization	National Council for Hotel Management and Catering Technology A-34, Sector-62, Noida-201309 Website: nchm.gov.in
1.1.2	Head of the organization	Shri Gyan Bhushan, IES, Sr. Economic Advisor, Ministry of Tourism & CEO, NCHMCT Email: bhushan.gyan@gov.in  Click here to view the CEO Message <a href="https://nchm.gov.in/index.php/CEO-Message">https://nchm.gov.in/index.php/CEO-Message</a>
1.1.3	Vision, Mission and Key objectives	Click Here 1.1.3
1.1.4	Function and duties	Click Here 1.1.4
1.1.5	Organization Chart	Click Here 1.1.5
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Click Here 1.1.6
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Click Here 1.2.1
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and	
1.2.4	Exercised	Click Here Delegation of Powers
1.2.5	Work allocation	
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>	
1.3.1	Process of decision making Identify key decision making points	Decisions are taken in accordance with the provisions of the Act/Statutes /Ordinances/Academic Rules & Regulations / Policies, Rules etc. of the Council and the decisions taken by BoG from time to time and procedures /practices of the Council. Policy matters are decided at the level of BoG/CEO/Directors.  The CEO & Directors of the Council have been authorised as per the Delegation of Administrative & Financial Powers to take key decisions.

1.3.2	Final decision making authority	The CEO, NCHMCT & Director in most cases and the Board of Governors in specific cases.
1.3.3	Related provisions, acts, rules etc.	Click Here 1.3.3 Rules & Regulation of the Society  <a href="https://nchm.gov.in/sites/default/files/2017-04/Rules%20%26%20Regulations%20of%20Society.pdf">https://nchm.gov.in/sites/default/files/2017-04/Rules%20%26%20Regulations%20of%20Society.pdf</a>
1.3.4	Time limit for taking a decisions, if any	Click Here 1.3.4
1.3.5	Channel of supervision and accountability	As per the Organizational Structure and Hierarchy of the institute.
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>	
1.4.1	Nature of functions/ services offered	To provide high quality education in the field of hospitality and provide a creative atmosphere for inter-disciplinary research both by the students and the faculty.
1.4.2	Norms/ standards for functions/ service delivery	Norms and Standards for various activities of the Council are those as laid down by the competent authority, such as, the BoG. The Annual Report prepared under the direction of BoG and its annual meetings along with audited accounts, etc., of the Council.  The Annual Report of the Council along with Audited Accounts are placed on the table of both the Houses of the Parliament.
1.4.3	Process by which these services can be accessed	
1.4.4	Time-limit for achieving the targets	Click Here 1.4.4

1.4.5	Process of redress of grievances	
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>	
1.5.1	Title and nature of the record/ manual /instruction.	Click Here 1.5.1 Delegation of Administration & Financial Power  Click Here 1.5.1a General Finance Rule 2017
1.5.2	List of Rules, regulations, instructions manuals and records.	Click Here : Norms for all IHMs <a href="https://nchm.gov.in/index.php/node/490">https://nchm.gov.in/index.php/node/490</a>
1.5.3	Acts/ Rules manuals etc.	<a href="https://nchm.gov.in">https://nchm.gov.in</a>
1.5.4	Transfer policy and transfer orders	<b>Transfer policy</b>  There is no transfer policy for the Employees of the Council. Transfer of employees are done as per functional requirement arising from time to time in various Divisions of the Council.
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]</b>	
1.6.1	Categories of documents	
1.6.2	Custodian of documents/categories	Click Here 1.6.1
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>	
1.7.1	Name of Boards, Council, Committee etc.	Click Here 1.7.1

1.7.2	Composition	Click Here 1.7.1
1.7.3	Dates from which constituted	
1.7.4	Term/ Tenure	
1.7.5	Powers and functions	
1.7.6	Whether their meetings are open to the public?	No
1.7.7	Whether the minutes of the meetings are open to the public?	No
1.7.8	Place where the minutes if open to the public are available?	Not Applicable
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>	
1.8.1	Name and designation	Click Here 1.8.1
1.8.2	Telephone , fax and email ID	
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>	
1.9.1	List of employees with Gross monthly remuneration	Click Here 1.9.1
1.9.2	System of compensation as provided in its regulations	Benefits and Incentives for the Permanent Employees of the Institute As per the 7th CPC guidelines
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>	
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Click Here 1.10.1 and 1.10.1a
1.10.2	Address, telephone numbers and email ID of each designated official.	Click Here 1.10.1a

<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Applicable
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Applicable
<b>1.12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>	
1.12.1	Educational programmes	Click Here 1.12
1.12.2	Efforts to encourage public authority to participate in these programmes	
1.12.3	Training of CPIO/APIO	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Click Here:  <a href="https://nchm.gov.in/sites/default/files/2017-05/Chapter%20-%202020%20How%20to%20Apply.pdf">https://nchm.gov.in/sites/default/files/2017-05/Chapter%20-%202020%20How%20to%20Apply.pdf</a>
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>	
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	No transfer policy, internal transfer occurs between departments
<b>2</b>	<b>Budget and Programme</b>	
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>	
2.1.1	Total Budget for the public authority	Click Here 2.1
2.1.2	Budget for each agency and plan & programmes	
2.1.3	Proposed expenditures	
2.1.4	Revised budget for each agency, if any	empty
2.1.5	Report on disbursements made and place where the related reports are available	empty
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>	
2.2.1	Budget	Specific sub allocation in the budget is not allocated for Foreign and Domestic Tours. It is a part of
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of	Click Here 2.2.2

	members in the official delegation, (d) Expenditure on the visit	
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) Therate/ rates and the total amount at which such procurement or works contract is to be executed.	Click Here: <a href="https://nchm.gov.in/nchmct-tenders">https://nchm.gov.in/nchmct-tenders</a>
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>	
2.3.1	Name of the programme of activity	Not Applicable
2.3.2	Objective of the programme	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>	
2.5.1	Concessions, permits or authorizations granted by public authority	Subsidy in terms of waiver and concessions in tuition fees are being provided to the students from the reserved categories and the low-income group as per eligibility.
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/permits or authorizations, (d) Date of award of concessions/ permits of authorizations	empty
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these havebeen laid on the table of both houses of the parliament.	Annual Accounts for the FY 2022-23 was sent to the Ministry after the CAG audit and and has been placed before the Parliament. No PAC paras have been raised yet.

		<a href="#">Click Here 2.6.1</a>
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<b>3</b>	<b>Publicity Band Public interface</b>	
<b>3.1</b>	<b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</b>	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1)(c)]</b>	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable

3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>	
3.3.1	Use of the most effective means of communication - Internet (website)	The information dissemination primarily happens through the Council's Website.  nchm.gov.in
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>	
3.4.1	Information manual/handbook available in Electronic format	Details about the Courses offered : <a href="https://nchm.gov.in/index.php/node/252">https://nchm.gov.in/index.php/node/252</a>  Affiliation Norms: <a href="https://nchm.gov.in/index.php/node/490">https://nchm.gov.in/index.php/node/490</a>  Affiliated IHMs and FCIs <a href="https://nchm.gov.in/index.php/node/191">https://nchm.gov.in/index.php/node/191</a>  Anti-ragging Regulation: <a href="https://nchm.gov.in/sites/default/files/2018-01/antiraggingregulations.pdf">https://nchm.gov.in/sites/default/files/2018-01/antiraggingregulations.pdf</a>  E-Library: <a href="https://eg4.nic.in/TOURISM/OPAC/Default.aspx?LIB_CODE=NCHMCT">https://eg4.nic.in/TOURISM/OPAC/Default.aspx?LIB_CODE=NCHMCT</a>
3.4.2	Information manual/handbook available in Printed format	Annual Report 2022-23

<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>	
3.5.1	List of materials available Free of cost	All the information manual / handbook are provided free of cost. Details about the Courses offered : <a href="https://nchm.gov.in/index.php/node/252">https://nchm.gov.in/index.php/node/252</a>  Affiliation Norms: <a href="https://nchm.gov.in/index.php/node/490">https://nchm.gov.in/index.php/node/490</a>  Affiliated IHMs and FCIs <a href="https://nchm.gov.in/index.php/node/191">https://nchm.gov.in/index.php/node/191</a>  Anti-ragging Regulation: <a href="https://nchm.gov.in/sites/default/files/2018-01/antiraggingregulations.pdf">https://nchm.gov.in/sites/default/files/2018-01/antiraggingregulations.pdf</a>
3.5.2	List of materials available At a reasonable cost of the medium	
<b>4</b>	<b>E-Governance</b>	
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>	
4.1.1	English	Details about the Courses offered : <a href="https://nchm.gov.in/index.php/node/252">https://nchm.gov.in/index.php/node/252</a>  Affiliation Norms: <a href="https://nchm.gov.in/index.php/node/490">https://nchm.gov.in/index.php/node/490</a>
4.1.2	Vernacular/ Local Language	Annual Report
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>	
4.2.1	Last date of Annual updation	2024
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>	
4.3.1	Details of information available in electronic form	<a href="https://nchm.gov.in/node/647">https://nchm.gov.in/node/647</a>
4.3.2	Name/ title of the document/record/ other information	<a href="https://nchm.gov.in/node/647">https://nchm.gov.in/node/647</a>
4.3.3	Location where available	<a href="https://nchm.gov.in/node/647">https://nchm.gov.in/node/647</a>
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>	
4.4.1	Name & location of the faculty	Administration & Finance Division, NCHMCT, A-34, Sector – 62, Noida- 201309, Uttar Pradesh
4.4.2	Details of information made available	
4.4.3	Working hours of the facility	Monday to Friday 09:00 AM to 05:30 PM

4.4.4	Contact person & contact details (Phone, fax email)	Click Here 4.4.4
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>	
4.5.1	Grievance redressal mechanism	<a href="http://www.nchm.gov.in">www.nchm.gov.in</a>
4.5.2	Details of applications received under RTI and information provided	Click Here 4.5.2
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable
4.5.4	List of schemes/ projects/ programme underway	Not Applicable
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Click Here 4.5.5  Name of the Contractor - NBCC India Ltd. Amount of contract Rs.6,31,09,862/- Period of Contract 30.06.2023
4.5.6	Annual Report	Click Here 4.5.6
4.5.7	Frequently Asked Question (FAQs)	Click Here 4.5.7
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	<a href="https://nchm.gov.in/rti-act">https://nchm.gov.in/rti-act</a>
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>	
4.6.1	Details of applications received and disposed	
4.6.2	Details of appeals received and orders issued	Click Here 4.6.1
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>	
4.7.1	Details of questions asked and replies given	<a href="https://nchm.gov.in/rti-act">https://nchm.gov.in/rti-act</a>
<b>5</b>	<b>Information as may be prescribed</b>	
<b>5.1</b>	<b>Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]</b>	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Click Here 5.1.1
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Click Here 5.1.2

5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Click Here 5.1.3
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Click Here 5.1.4
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Click Here 5.1.5
<b>6</b>	<b>Information Disclosed on own Initiative</b>	
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	www.nchm.gov.in
<b>6.2</b>	<b>Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ</b>	
6.2.1	Whether STQC certification obtained and its validity	Yes Valid Till Monday, June 9, 2025 at 5:29:59 AM
6.2.2	Does the website show the certificate on the Website?	Yes nchm.gov.in