

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY &  
APPLIED NUTRITION (GWALIOR) SOCIETY, GWALIOR.

**STAFF REGULATIONS**

In pursuance of the relevant provision of the Memorandum of Association and Rules of the Institute of Hotel Management catering Technology & Applied Nutrition (Gwalior) Society, Gwalior, the Board of Governors hereby marks the following regulations, namely:

**CHAPTER – I**

I. **SHORT TITLE, COMMENCEMENT AND APPLICATION :**

- (i) These regulations may be called the Institute of Hotel Management Catering Technology & Applied Nutrition (Gwalior) Society's Regulations.
- (ii) They shall come into force at once and shall replace any other staff rules/regulations that may have been in force.
- (iii) They shall apply to all the employees of the Society, In respect of the persons employed by the Society on agreement/contract, the rules shall be those as may be specifically provided in the Contract or Agreement as the case may be, in respect of the persons appointed on deputation from the Central or State Government, all matters relating to such employees shall be governed by the terms of deputation and if on any specific matters there is no provision about the same in terms of deputation, reference should be made to the parent Government or Department as the case may be.

2. **DEFINITIONS :**

In these regulations, unless the context otherwise requires:-

- (a) 'Appendix' means as Appendix to these regulation;
- (b) 'Appointing Authority' means the authority Prescribed in Regulations 5;
- (c) 'Board of Governors' means the Board of Governors of the Society;
- (d) 'Chairman' means the Chairman of the Board of Governors;
- (e) 'Secretary' means the Secretary of Society;
- (f) 'Society' means the Institute of Hotel Management Catering Technology & Applied Nutrition (Gwalior) Society;
- (g) 'Employee' means a person who is in the whole time service of the Society but does not include a person employed by the Society on daily wages;
- (h) 'Executive Committee' means the Executive Committee of the Society;
- (i) 'Institute' means the Institute of Hotel Management catering Technology & Applied Nutrition, Gwalior.
- (j) 'Principal' means the Principal of Institute of Hotel Management catering Technology & Applied Nutrition, Gwalior.
- (k) 'Central Government' means Ministry of Department in the Central Government dealing with the subject.

3. **CLASSIFICATION OF POSTS :**

The classification of the posts in the Society and the scales of pay attached there to shall be as set out in Appendix II and shall be subject to such orders as may be issued by the

Society from time to time in conformity with the orders/instructions issued by the Central Government: from time to time.

## CHAPTER – II

### 4. STRENGTH OF STAFF :

The Board of Governors shall from time to time determine with the approval of the Central Government the strength of the staff both permanent and temporary under the various categories required for carrying out its functions subject to the norms, orders/ guidelines prescribed by the Central Government from time to time;

### 5. APPOINTMENTS;

- (i) Appointments (From Appendix III) to posts in Group 'C' and 'D' shall be made by the Principal and appointments to posts in Groups 'A' and 'B' shall be made by the Board of Governors and by the Executive Committee respectively or by a duly constituted sub-Committee authorized by the Board to hold such selections provided that the appointment of the Principal shall be made in accordance with the provisions of Rule 24(1) of the Rules & Regulations of the Society.

- (ii) Qualification for appointments:

The qualifications for appointment to the posts in various cadres in the Institute shall be such as may be determined by the Principal/Executive Committee/Board of Governors from time to time in accordance with any orders/instructions issued by the Central Government in this regard.

- (iii) Methods of Recruitment :

Recruitment to the posts may be made :-

- (a) By direct recruitment;
- (b) By promotion'
- (c) By appointment of employees borrowed from Government Departments and other Institutes; add
- (d) On contract.

Note :- Appointment to a post in any grade by promotion shall be made whether in a permanent or officiating capacity from amongst employees serving in posts in the next lower grade.

- (iv) Adhoc appointment :

Notwithstanding anything contained in the above rules the Board of Governors/ Executive Committee may by a general or special order and subject to such conditions as it may specify in such orders delegate to any authority the power to make adhoc appointments.

- (v) Superannuation :

- (a) All employees of the Institute except Grade 'D' employees shall retire on attaining the age of 60 years provided that the Board of Governors may if satisfied that the

interest of the Society so requires and in consideration of the outstanding nature of work done by an employee, extend by an order in writing, with the prior approval of the Central Government, the period of service of any employee beyond the age of superannuation on the existing terms and conditions or on re-employment or on contract service for any period not exceeding two year in aggregate, Subject to any instruction/orders issued by the Central Government in such matters, Grade 'D' employees shall retire on attaining the age of 60 years.

(b) Notwithstanding anything contained in Regulation (a) an employee shall, on invalidation by the appropriate medical authority, cease to be in service on account of complete and permanent incapacitation determined in accordance with the relevant rules applicable to comparable categories of Central Government employees from time to time.

(v) Probation :

(a) Every employee shall, on appointment to any post (whether on promotion or otherwise) be on probation for a period of two years commencing from the date of regular appointment;

(b) Nothing in this regulation shall apply to persons employed on deputation from Central/State Governments or an Institute.

(vii) Medical fitness :

Every person appointed for the first time to any post in the Institute shall, before joining duty in the post, be required to furnish a medical certificate of fitness in the form prescribed in appendix-I from a competent medical authority or from an authority as may be prescribed by the Institute.

No such certificate need be furnished if;

(a) an employee has come on deputation,

(b) an employee is re-employed, provided break in the two appointments is less than 03 months;

© An employee has already been medically found fit.

Medical Certificate of fitness will have to be obtained by the employee concerned at his own cost. However, on production of valid receipt, the amount of fee may be reimbursed to him.

(viii) Termination of Services :

(a) I) No employee other than a person on deputation from the Central Government or any State Government of an Institute shall leave or discontinue his service in the Institute except after giving on Month's notice in writing of his intention to do so to the Principal.

ii) Provided further that where an employee has completed the period of probation and stands confirmed, the period of such notice shall be three months.

- iii) However, if an employee wants to leave service instantaneously he may be permitted to do so by depositing with the Institute pay and allowances for the period of notice, as the case may be.
- iv) Provided that the appointing authority may, for reasons to be recorded in writing, waive, either wholly or in part the requirement as to payment of such an amount.
- (b) i) The Institute may at any time and without assigning any reasons, terminate the services of any employee who has not completed his probation, after giving one months' notice in writing or a month's pay and allowances in lieu thereof.
- ii) The Institute may at any time and without assigning any reason terminate the services of an employee who has completed period of probation and stands confirmed by giving him three months' notice or after paying and pay and allowances in lieu thereof.
- © In case of Group 'C' and 'D' employees the Principal shall be the competent authority while the Executive Committee for Group 'B' posts and above, shall be the competent authority. However the Executive Committee will Exercise this power only after the Board of Governors has accorded its approval on this behalf.
- (d) Nothing contained in these Regulations shall affect the right of the appointing authority to retire, remove on dismiss an employee without giving any notice or pay in lieu of notice in accordance with the provisions of relevant rules concerning 'conduct and discipline' of employees.

### CHAPTER - III

#### 6. GENERAL CONDITIONS OF SERVIES :

In all matters relating to service conditions such as fixation of pay; increments; counting of service for increments; compulsory deductions; optional deductions; grant of special pay; personal pay; honorarium and fees; Dearness Allowance; Additional Dearness Allowance; Interim Relief; Leave Travel Concession; Compensatory Allowance; House Rent Allowance; Children Education Allowance House Building Advance; Festival Advance; Advance for purchase of Conveyance Travel and Admissibility of Travel Allowance; Classification, control and Appeal Rules; conduct Rules; Contributions of Contributory Provident Fund; Joining Time; Leave Entitlement and conditions for grant of various kinds of leaves; Medical; Gratuity and Terminal Benefits; Counting of past Services etc; the central Government Rules on the subject, as applicable to comparable categories of Central Government Employees/Servants, shall Mutatis Mutandisbe applicable to the corresponding categories of the employees of the Society subject to any orders/amendments instructions issued by the Central Government on the relevant subject from time to time, except that where the Board of Governors; with the approval of the Central Government adopts a specific provision/rule in respect of any specific service matters, the employees of the Institute shall be subject to those provisions in respect of such specified matters.

- Note : (i) The above list is only illustrative and not exhaustive all matters which may not have been spelt out above shall also be regulated in the same manner as in the case of Central Government servants of corresponding categories.
- (ii) Employees of the Institute shall be eligible to contribute to GPF-cum-Pension-cum-Gratuity under the terms and conditions laid down vide Ministry of Tourism, Government of India, New Delhi letter No.1(21)/90-HmC dtd. 01.01.1992 as amended from time to time.

#### CAPTER –IV

#### 7. RESIDENTIAL ACCOMMODATION :

- (i) Out of the residential accommodation owned by the Society, the Society may at its discretion make available such residential accommodation as it considers appropriate to pay, rank and status of an employee and on such rate of monthly license fee as it considers reasonable. The Society will not have any authority to hire accommodation and give it to staff members.
- (ii) In deciding the suitability of such residential accommodation to an employee's pay, rank and status as well as in determining the license fee to be recovered from the employee for such accommodation, the Society will bear in mind the scales of accommodation and the rates of house rent in force under the Central Government rules governing the allotment of residential accommodation to its employees, but the decision of the Society in regard to such questions shall be final.
- (iii) If an employee refuses to accept the residential accommodation made available by the Society and if the Society does not consider his reasons for doing so adequate and acceptable, the Society may stop the house rent allowance payable to him in terms of relevant rules.
- (iv) Accommodation of appropriate scale will be allotted to the employee strictly in accordance with the 'Rules' drawn up for allotment of such residential accommodation.

#### CHAPTER - V

General : Matters not covered by these Rules will be governed by Government of India's instructions in that behalf.

#### CHAPTER -VI

The following powers will be exercised by the authorities given against each :-

| S.No. | Nature of Power                                              | Extent of Power | Authority competent to exercise it |
|-------|--------------------------------------------------------------|-----------------|------------------------------------|
| 1.    | Matters regarding Medical Examination<br>(a) For appointment | FULL            | Principal                          |

|                                                      |                                      |                                                                                                                                                                       |
|------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (b) For grant of leave                               |                                      |                                                                                                                                                                       |
| (c) For any other purpose                            |                                      |                                                                                                                                                                       |
| 2. <u>Probation period</u> :                         | FULL                                 | Appointment Authority                                                                                                                                                 |
| (a) Initial probation                                |                                      |                                                                                                                                                                       |
| (b) Extension of probation                           |                                      |                                                                                                                                                                       |
| (c) Completion of probation                          |                                      |                                                                                                                                                                       |
| 3. Extension of Services :                           | FULL                                 | Board of Governors                                                                                                                                                    |
| Beyond Superannuation/<br>Contract employment        |                                      | subject to approval of the Central Govt.                                                                                                                              |
| 4. Appointments :                                    | Group A, ,<br>Group B<br>Group C & D | Board of Governors<br>Executive Committee<br>Principal                                                                                                                |
| 5. Termination of Services:                          | Group A, ,<br>Group B<br>Group C & D | Board of Governors<br>Executive Committee<br>Principal                                                                                                                |
| 6. Reduction in establishment                        | FULL                                 | Board of Governors                                                                                                                                                    |
| 7. Disciplinary Authority                            | Group C & D<br>Group A & B           | Principal<br>Board of Governors/Executive Committee                                                                                                                   |
| 8. Pay Fixation :                                    | FULL                                 | Principal                                                                                                                                                             |
| 9. E.B. Crossing :                                   | All Employees                        | Principal after approval by DPC                                                                                                                                       |
| 10. Grant of Special/Advance<br>Increments:          | -do-                                 | Appointing authority                                                                                                                                                  |
| 11. Allowance-Admissibility of<br>Decision regarding | -do-                                 | Principal                                                                                                                                                             |
| 12. Adoption of rate of pay and<br>Allowances        | All Employees                        | Board of Governors                                                                                                                                                    |
| 13. Grant of leave-all kinds                         | -do-                                 | Principal                                                                                                                                                             |
| 14. Detailing for duty during<br>Vacation            | -do-                                 | Principal                                                                                                                                                             |
| 15. Accommodation                                    | -do-                                 | Principal                                                                                                                                                             |
| 16. T.A. / D.A.                                      | -do-                                 | Principal                                                                                                                                                             |
| 17. Travel by Air                                    | -do-                                 | Executive committee in the case<br>of entitled officers and Board of<br>Governors with approval of the<br>Central Government in the case<br>of non- entitled Officer. |
| 18. Gratuity and other retirement<br>Benefits.       | -do-                                 | Appointment authority                                                                                                                                                 |
| 19. Relaxation/Interpretation of<br>any rule         | -do-                                 | Board of Governors subject to<br>approval of the Central<br>Government                                                                                                |

- Note : (1) In respect of any of the above matters concerning the Principal the decision will be taken at the level of the Board of Governors with the approval of the Central Government.
- (2) For effecting better day-to-day administration, Principal may delegate his powers to any authority subordinate to him.
- (3) Financial power shall be exercised as per Bye-laws of the Society