

Chapter 1

Introduction

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(I)(b) of this Act, the Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior has brought out this handbook for information and guidance of the stakeholders and the general public.

The purpose of this Handbook is to inform the general public about the IHM Gwalior's organisational set-up, its functions and duties, records and documents available in the IHM Gwalior, etc.

This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the CIHM Gwalior.

The website of the CIHM (<http://www.ihmgwalior.org>), of which this Handbook is a part, provides information about the policies and programmes of the IHM Gwalior to the general public. In addition, information about the activities of the institute is made available through its Annual Reports. This document for the year 2022-23 is available to the general public as part of this website.

In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt.(B) dated 16th September 2005, the procedure and fee structure for getting information not available in this handbook will be as under:

- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO concerned accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the Institute of Hotel Management, Gwalior. Payments in person will have to be deposited with the Cashier in the CIHM, Gwalior

(b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or postal order payable to the Institute of Hotel Management, Gwalior; at the following rates :-

- Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- Actual charge or cost price of a copy in larger size paper;
- Actual cost or price for samples or models; and
- For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the Institute of Hotel Management, Gwalior at the following rates :-

- For information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and;
- For information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication.