

Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior

Suo Moto Disclosures/RTI Manuals

(Updated as on 05.07.2025)

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 organizational 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:
 - a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models; and
 - d. 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:
 - a. For information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and
 - b. 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.

APPLICATION FORMAT FOR INFORMATION UNDER RTI ACT 2005 <https://ihmgwalior.org/wp-content/uploads/2023/08/CHAPTER-20-1.pdf>

Sr.No.	Details of Disclosure	Organization information
1		Organization and Function
1.1		Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]
1.1.1	Name and address of the Organization	<p>Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior (https://ihmgwalior.org/)</p> <p>It is an autonomous body under the Ministry of Tourism, Govt. of India. It seeks to prepare the young students with the very best preparation for life as most disciplinarians and committed hospitality professionals. The institute was established first as Food Craft Institute in 1987 and was upgraded to an IHM in 1992. More than 1000 students have graduated with diploma or degree in Hotel Management and Hospitality and Hotel Administration. The alumni of this institute are placed in good position across India and abroad.</p> <p>Airconditioned Auditorium and confectionary is specially designed for the students to involve in academic excellence.</p> <p>The institute has recently renovated and upgraded few departments such as an air condition auditorium which has 300 seating capacity, new advance training bakery with modern equipment, cold rooms and upgraded quantity training kitchen.</p> <p>It also has an Applied Training Centre, having 20 rooms which will be opening soon. This will help the students in improving their skills and mastering their area of interest (Front Office, Food Production, Food and Beverage, Housekeeping, Sales and Marketing, Human Resource, etc...)</p> <p>The institute has an accommodation hostel for 180 boys and 120 girls respectively in the campus. The college also provides staff quarters to the principal, wardens (boys and girls respectively) and few faculties within the campus. 24*7 security is also provided with CCTV cameras actively placed in the college building, classrooms, hostel corridors, lobby area (college building, hostel boy and girl) and main gate for security purpose.</p> <p>The campus also has excellent sport facilities for basketball, football, volleyball, and cricket and in door badminton games (for girls in the hostel).</p> <p>It also provides parking facilities to the students who have local vehicles for transportation and provides generator facility for smoothing functioning of the classes and practical's and a dedicated experienced doctor for the students every Thursday.</p> <p>IHM Gwalior also focuses on safe energy initiative therefore solar panels are installed in both the hostels (Girls and Boys) this helps in availability of electricity during power cut off, geysers during winter. Placing of Solar panels in the college building is another project which is awaited. Led lights are installed in the street lights along with few solar lights in the college campus.</p>
1.1.2	Head of the organization	Sh. Pulkit Bhambi (https://ihmgwalior.org/principal-message/)
1.1.3	Vision, Mission and Key objectives	<p>Our Vision Institute of Hotel Management Gwalior is the most preferred institute in central India for hospitality students to study and for the industry to recruit talent from our institute.</p> <p>Our Mission To consistently upgrade the quality of learning opportunities for its students and to groom them in line with the needs of the industry. To be a responsible institutional citizen to discharge the duties earmarked for it in the realm of overall development to the society and the community.</p> <p>Aims of CIHM</p>

		<p>“Commitment to excellence” are the three words that best describe the ethos of the Institute of Hotel Management. Excellence in teaching, excellence in professional practice and excellence in providing knowledge, skill and attitude for future business managers are the foundations upon which the main focus of the Institute lies.</p>
1.1.4	Function and duties	<p>It is as per MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCIATION.pdf;</p> <p>Aims & Functions of CIHM and its role as premier hospitality educational Institute in the country are elaborated in its Memorandum of Association which among other things mandates Institute to effectively discharge functions such as:</p> <ol style="list-style-type: none"> a. To provide instruction and training in all the crafts and skills, all the branches of knowledge both theoretical and applied, and all the organisational and management techniques, which are required for the efficient functioning of hotel and catering establishments of all kinds, as well as institutional fooding programmes in schools, industrial establishment and similar organisations. b. To impart instruction and training in modern and scientific techniques of management of modern hotels and hostels; c. To undertake and to associate itself with nutritional extension and developmental work. d. To propose economy in the handling and utilisation of foodstuffs. e. To assist in and associate itself with the efforts of the central and State Governments to popularise wholesome non-cereal foods, particularly protective foods, with a view to the diversification of the ordinary Indian diet and the enrichment of its nutritional contact. f. To assist in and associate itself with the attempts of food research institutions, food scientist and food technologists to find effective and acceptable means of presenting their nutritional ideas through the development of suitable recipes and the planning of menus. g. In accordance with the general policy laid down by the Central Government, to prescribe courses of instructions, hold examinations and grant certificate diplomas and other awards to persons. h. To fix and demand such fees and other charges as may be laid down in the bye-laws. i. To establish, maintain and manage halls and hostels for the residence of students and members of the state. j. To supervise and control and residence, to regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and cooperate life. k. To institute teaching, administrative, technical, ministerial and such other posts as may be necessary and to make appointments thereto in accordance with rules, bye-laws and any instructions/orders and guidelines issued by the Central Government, from time to time. l. To institute and award fellowships, scholarships, exhibitions, loans, monetary assistance, prizes and medals in accordance with the rules and bye-laws and, <ol style="list-style-type: none"> a) Within the broad framework of the policy laid down the Central Government, to seek affiliation with Universities or other appropriate academic or governmental bodies or institutions and obtain the recognition of its courses of instruction, its examinations, its diplomas, certificates and other awards by the appropriate educational authorities. b) To make rules and bye-laws for the conduct of the affairs of the Institute and Society and to add to amend, very or rescind them time to time, c) To give pensions, gratuities or charitable aid to the teachers, staff and other employees or ex-employees of the society, or to their wives, children or other dependents; subject to orders/instructions issued by the Central Government in this regard from time to time. d) To make payments towards insurance and form and contribute to provident and

		<p>benefit funds for the benefit of any person employed by the Society or the wives, children or other relatives or dependents of such persons;</p> <p>e) To acquire, hold and dispose of property in any manner whatsoever provided that the prior approval of the Central Government is obtained in the case of acquisition or disposal of immovable property;</p> <p>f) To deal with any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the Institute;</p> <p>g) To borrow and raise moneys with or without security or on the security of any Mortgage, charge or Hypothecation or pledge over all or any of the immovable properties belonging to the society or in any other manner whatever; subject to the approval of the Central Government;</p> <p>h) To build, construct and maintain houses, hostels, schools or other buildings, and alter, extend, improve, repair, enlarge or modify the same including any existing building and to provide and equip the same with light water, drainage, furniture, fittings, instruments, apparatus and appliances and other things for the use to which such buildings is to be put up or held.</p> <p>i) To construct or otherwise acquire, layout, repair, extend, alter, enlarge, improve and use any land, recreation or playgrounds, parks and any other immovable property belonging to or held by the society;</p> <p>j) To start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets, or posters that may be considered desirable for the promotion of the objects of the Society;</p> <p>k) To maintain a fund to which shall be credited</p> <p>i. All moneys provided by the Central Government;</p> <p>ii. All fees and other charges received by the Society;</p> <p>iii. All money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers and;</p> <p>iv. All moneys received by the society in any other manner or from any other sources</p> <p>l) To deposit all moneys credited to the fund in such banks or to invest them in such manner is the society may, with the approval of the Central Government decides;</p> <p>m) To draw, make, accept, endorse, and discount cheques, notes or other negotiable instruments, and for these purposes to sign, execute and deliver such assurances and deals as may be necessary;</p> <p>n) To 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 rent, rates, taxes outgoings and the salaries of the employees;</p> <p>o) To maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government.</p>																																
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.	<p>The genesis, inception, formation of the institute is detailed under 1.1.1 above (https://ihmgwalior.org/).</p> <p>Name of the H.O.D. (Principal) of AIHM since inception:</p> <table><tr><th>S. No.</th><th>Name</th><th>From</th><th>To</th></tr><tr><td>1.</td><td>Sh. A. Sai. Giridhar</td><td>04.09.1992</td><td>03.08.1998</td></tr><tr><td>2.</td><td>Sh. R.P. Jacob</td><td>04.08.1998</td><td>19.03.2002</td></tr><tr><td>3.</td><td>Sh. Jahar Lal Saha</td><td>19.03.2002</td><td>02.05.2002</td></tr><tr><td>4.</td><td>Dr. J.K. Mangraj</td><td>03.05.2002</td><td>04.02.2011</td></tr><tr><td>5.</td><td>Sh. Sandeep Kulshreasth</td><td>04.02.2011</td><td>01.08.2011</td></tr><tr><td>6.</td><td>Sh. KamalKant Pant</td><td>01.08.2011</td><td>10.10.2017</td></tr><tr><td>7.</td><td>Dr. M.K. Dash</td><td>11.08.2017</td><td>08.02.2021</td></tr></table>	S. No.	Name	From	To	1.	Sh. A. Sai. Giridhar	04.09.1992	03.08.1998	2.	Sh. R.P. Jacob	04.08.1998	19.03.2002	3.	Sh. Jahar Lal Saha	19.03.2002	02.05.2002	4.	Dr. J.K. Mangraj	03.05.2002	04.02.2011	5.	Sh. Sandeep Kulshreasth	04.02.2011	01.08.2011	6.	Sh. KamalKant Pant	01.08.2011	10.10.2017	7.	Dr. M.K. Dash	11.08.2017	08.02.2021
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		8.	Sh. Pulkit Bhambi	08.02.2021	Till Date
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]				
1.2.1	Powers and duties of officers (administrative, financial and judicial)	<p>Powers and Duties of Officers: The powers and duties of the officers of the CIHM Gwalior are governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute.</p> <ul style="list-style-type: none"> Principal in the institute is authorized to sign sanction orders and convey the decisions of the CIHM. The Administrative-cum-Accounts Officer (AAO) heads the administration and is mainly entrusted with general administration and finance matters of the institute. The HODs are mainly responsible for maintaining academic discipline of the institute including development of various short course curriculums, time tables, conduct of examinations, coordination with faculty and administration, student feedback etc. The detail organizational chart along with duties and responsibilities of faculty and staff at various levels are available in the link below. <p>Duties and Responsibilities Principal:</p> <ol style="list-style-type: none"> Principal is academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye- laws, Memorandum of Association, and Rules and Regulations of Society and within the powers vested/ delegated to him by the Board of Governors/ Central Government. Custodian of records and Society's funds and other immovable/movable assets of the Society. As Secretary of the Board of Governors and Executive Committee respectively, he is responsible for arrangement of meetings. To inform Government for filling up vacant posts in BOGs or Executive Committee. Initiate faculty Development/Research/ Experimentation in close association with the Heads of Academic Departments and submit periodic feedback to National Council for Hotel Management and Catering Technology and the Ministry. Also sponsor employees from administrative cadres including PA for Cash & Accounts training and other refresher courses by IST&M, New Delhi through NCHMCT. Such other duties as may be entrusted to the incumbent by the Executive Committee/Board of Governors and Government of India from time to time. <p>Head of Department:</p> <ol style="list-style-type: none"> Teaching as assigned by the Principal from time to time. Overall responsibility for the efficient working of the Department concerned including maintenance of high educational standards, records, all equipment, tools and materials with the Department, regular departments meetings with minutes recorded for discussions with the Principal, assistance to the Principal in the maintenance of staff and students discipline, innovation of programmes to strengthen the Institute's national & international reputation. Assist Principal in R&D activities for improving quality of teaching of service to the industry and community. Overall charge of the Labs and other working areas concerned, involvement in the purchase of equipment items etc. both in matter of indenting, tendering and conduct of Purchase Committee meetings. e) Arranging of training and welfare of students and such other duties/responsibilities as may be entrusted from time to time. To work for 8 to 10 hours per week in Administration Department of the Institute. <p>Senior Lecturer-Cum-Senior Instructor:</p>			
1.2.2	Power and duties of other employees				

		<p>a) To take classes (theory and Practical) under overall supervision of the academic HOD.</p> <p>b) Responsible for equipment/ material under his charge.</p> <p>c) To assist the Principal/academic HOD in research work, quality improvement programmes and guide the junior staff. Such other duties and responsibilities as may be assigned to him from time to time.</p> <p>d) To supervise research work project assignments.</p> <p>e) To work for 5 to 8 hours per week in Administration Department of the Institute.</p> <p>Lecturer-Cum-Instructor:</p> <p>a) To take classes (Theory and Practical) as required by academic HOD concerned.</p> <p>b) To assist the Sr. Lecturer cum Sr. Instructor in various spheres of his duties.</p> <p>c) To provide guidance to Asstt. Lecturer cum Asstt. Instructors.</p> <p>d) Involvement in research work under the supervision of senior faculty members and perform such other duties and responsibilities as may be assigned to him from time to time.</p> <p>e) Such other duties and responsibilities as may be assigned to him from time to time.</p> <p>f) To work for 2 to 4 hours per week in Administration Department of the Institute.</p> <p>Asstt. Lecturer-Cum-Asstt-Instructor:</p> <p>a) To take classes both (Theory and Practical) and checking of students' journals as required. Responsible for equipment and material under his charge.</p> <p>b) Make arrangements for conduct of theory and practical classes with the assistance of Attendants including maintenance and safe custody of equipment items and stocks thereof.</p> <p>c) Such other duties and responsibilities as may be assigned to him from time to time.</p> <p>Administrative-Cum-Accounts Officer:</p> <p>a) To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters.</p> <p>b) Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings of the Board, Executive Committee etc.</p> <p>c) Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute.</p> <p>d) Organise purchases of Stores/Equipment etc. under the supervision of the Principal and in association with the concerned faculty staff. Supervision of Security arrangements with security staff.</p> <p>e) Processing of RTI matters.</p> <p>f) To float tender and preparation of tender documents including terms & conditions of A.M.C.</p> <p>g) Calculation of tax and processing of form-16</p> <p>h) Audit of accounts and appointments of auditors.</p> <p>i) Such other duties and responsibilities as may be assigned to him from time to time.</p> <p>Office Superintendent:</p> <p>a) To assist the Principal, and Administrative Officer in the discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute such other responsibilities as may be assigned by the competent authority from time to time.</p> <p>b) Appointment cases.</p>
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1.2.3	Rules/ orders under which powers and duty are derived and	<p>The powers and duties of the officers of the CIHM Gwalior are derived, exercised, allocated and governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of the institute.</p> <p>MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCIATION.pdf;</p> <p>Rules & Regulations: https://ihmgwalior.org/wp-content/uploads/2023/05/RULES-AND-REGGULATIONS.pdf;</p> <p>Staff Regulations: https://ihmgwalior.org/wp-content/uploads/2023/05/STAFF-REGULATIONS.pdf;</p>
1.2.4	Exercised	Powers and duties are exercised and work allocated as per detail given under 1.2.1 & 1.2.2 above
1.2.5	Work allocation	

1.3	Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]																																																																														
1.3.1	Process of Decision Making: Identify key decision making points	<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 Head of Departments (HODs) for academic matters and Administrative-cum-Accounts Officer (AAO) for administrative matters in the CIHM and final approvals are given by Principal and/or Chairman, Board of Governors of the institute. To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level:</p> <p>1. E-Tender/GEM Portal Purchase Committee:</p> <table><tr><th>S. No.</th><th>Name of Official</th><th>Designation</th></tr><tr><td>1.</td><td>Mr. Pulkit Bhambi, Principal</td><td>Chairman*</td></tr><tr><td>2.</td><td>Mr. Ashok Kumar Lalchandani, Admin-cum-Accounts Officer</td><td>Evaluator*</td></tr><tr><td>3.</td><td>Mr. A Eswar Rao, UDC</td><td>Evaluator*</td></tr><tr><td>4.</td><td>Mr. A Eswar Rao, UDC</td><td>Evaluator*</td></tr><tr><td>5.</td><td>Mr. Bankim Jordar, H.O.D.</td><td>Nodal Officer*</td></tr><tr><td>6.</td><td>Mr. Abhishek Yadav, Accountant</td><td>Creator/Publisher*</td></tr></table> <p>* To be decided</p> <p>For local market purchase, Purchase Committee is formed by the Principal to assess the reasonableness of the rates, quality and specifications and identify the appropriate supplier, as per the provisions given in the GFR Rules.</p> <p>2. Anti Ragging Committee</p> <table><tr><th>S. No.</th><th>Designation</th><th>Member</th><th>Contact Number</th><th>E-mail Id</th></tr><tr><td>1.</td><td>Head of the Committee</td><td>Sh. Bankim Joardar</td><td>9425619239</td><td>bankim1968@gmail.com</td></tr><tr><td>2.</td><td>Rep of local police station</td><td>Town inspector Maharajpura Gwalior</td><td></td><td></td></tr><tr><td>3.</td><td>Faculty Member</td><td>Mr. P. Suresh</td><td>9993551104</td><td>Pitchai.suresh@rediffmail.com</td></tr><tr><td>4.</td><td>Non-teaching staff</td><td>Sh. Abhishek Yadav</td><td>9687877156</td><td>accihmgwl@gmail.com</td></tr><tr><td>5.</td><td>Non-teaching staff</td><td>Dr. Somesh Misra</td><td>9617026747</td><td></td></tr></table> <p>3. Internal Complaint Committee of the Sexual Harassment of women at workplace:</p> <table><tr><th>S. No.</th><th>Name of Official</th><th>Designation</th></tr><tr><td>1.</td><td>Mrs. Sandhya Singhal</td><td>Presiding Officer</td></tr><tr><td>2.</td><td>Mrs. Anshu</td><td>Member</td></tr><tr><td>3.</td><td>Mrs. Joyce J.</td><td>Member</td></tr><tr><td>4.</td><td>Dr. Dharmendra Saxena</td><td>External Member</td></tr><tr><td>5.</td><td>Mr. Bankim Jordar</td><td>Member</td></tr><tr><td>6.</td><td>Dr. M.K. Yadav</td><td>Member</td></tr></table> <p>4. Student Complaint Redressal Committee:</p> <table><tr><th>S. No.</th><th>Name of Official</th><th>Designation</th></tr></table>			S. No.	Name of Official	Designation	1.	Mr. Pulkit Bhambi, Principal	Chairman*	2.	Mr. Ashok Kumar Lalchandani, Admin-cum-Accounts Officer	Evaluator*	3.	Mr. A Eswar Rao, UDC	Evaluator*	4.	Mr. A Eswar Rao, UDC	Evaluator*	5.	Mr. Bankim Jordar, H.O.D.	Nodal Officer*	6.	Mr. Abhishek Yadav, Accountant	Creator/Publisher*	S. No.	Designation	Member	Contact Number	E-mail Id	1.	Head of the Committee	Sh. Bankim Joardar	9425619239	bankim1968@gmail.com	2.	Rep of local police station	Town inspector Maharajpura Gwalior			3.	Faculty Member	Mr. P. Suresh	9993551104	Pitchai.suresh@rediffmail.com	4.	Non-teaching staff	Sh. Abhishek Yadav	9687877156	accihmgwl@gmail.com	5.	Non-teaching staff	Dr. Somesh Misra	9617026747		S. No.	Name of Official	Designation	1.	Mrs. Sandhya Singhal	Presiding Officer	2.	Mrs. Anshu	Member	3.	Mrs. Joyce J.	Member	4.	Dr. Dharmendra Saxena	External Member	5.	Mr. Bankim Jordar	Member	6.	Dr. M.K. Yadav	Member	S. No.	Name of Official	Designation
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1.	Mr. Bankim Joardar	Head															
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4.	Mr. Anil Kumar T	Member															
5.	Mr. Abhishek Yadav	Member															
6.	Mr. B.L. Mahore	Member															
1.3.2	Final Decision-making Authority	Principal of the institute															
1.3.3	Related provisions, acts, rules etc.	It is available at: MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCIATION.pdf ;															
1.3.4	Time limit for taking a decision, if any	As such there is no time limit defined for taking decisions in the charter. However, time limit for taking any decision in the Institute is decided by the Principal depending on the nature of job/task/complaint. Normally the time taken for taking any decision is 7 to 10 days. Time limit for taking decisions varies from project/programme to project/programme. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.															
1.3.5	Channel of supervision and accountability	<p>(1) Channel of supervision is as per the Organization Structure of Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior.</p> <p>(2) Every employee is accountable towards the duties assigned by the authorities from time to time.</p>															
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]																
1.4.1	Nature of functions/ services offered	<p>The Nature of functions/services offered are given below: (MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCIATION.pdf); CIHM conducts following courses related to Hospitality & Hotel trade a) Three year B.Sc. in Hospitality & Hotel Administration under NCHMCT & JNU b) 1½ year Trade Diploma in Food Production under NCHMCT & JNU c) Various short term skill development programmes and Hunar-Se-Rozgar Tak programme of Ministry of Tourism, Govt. of India. d) In future the Institute will start Post Graduation Programme in Hospitality Management under NCHMCT & JNU and other Trade Diploma Programmes under NCHMCT</p>															
1.4.2	Norms/ standards for functions/ service delivery	<p>It is available at: MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCIATION.pdf;</p> <p>Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/ approvals are implemented.</p>															
1.4.3	Process by which these services can be accessed	<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 CIHM. Further information can be obtained from the link below:</p> <ul style="list-style-type: none"> • Memorandum of Association. • Rules and Regulations-Staff Regulation and • society bye- laws. <p>To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level (detail is give under 1.3.1 above).</p>															

		As per the nature of the services, different approach is there to access these services. Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Competent Authority as per DoP for administrative approval and decisions/sanctions/approvals are implemented.
1.4.4	Time-limit for achieving the targets	Targets are achieved as per the Scheduled Plan by the Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior for every year.
1.4.5	Process of redress of grievances	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. Detail of Internal Complaint Committee of the Sexual Harassment of women at workplace and Student Complaint Redressal Committee is given under 1.3.1 (above).
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	For discharging its function, the Institute follows “Society bye-laws”, “Rules and Regulations of the Society” and “Staff Regulation” as mentioned in the charter of the society. The Institute follows Recruitment & Promotion Rules amended time to time by the Ministry of Tourism, Govt. of India and adopted by Board of Governors of the society. In all other matters, Institute follows the Rules, Regulations and manuals etc. as applicable for the employees of autonomous body of Central Government. Rules and Regulations of the Society, Recruitment & Promotion Rules, bye-laws are available in the website and the link below: MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCIATION.pdf ; Rules & Regulations: https://ihmgwalior.org/wp-content/uploads/2023/05/RULES-AND-REGULATIONS.pdf ; Recruitment Rules: https://ihmgwalior.org/wp-content/uploads/2023/08/Recruitment-Rules-2003.pdf Staff Regulations: https://ihmgwalior.org/wp-content/uploads/2023/05/STAFF-REGULATIONS.pdf ;
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	
1.5.4	Transfer policy and transfer orders	Since Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior is an autonomous body, none of the teaching/non-teaching staff has been transferred. However Internal transfers are made as per need & requirement. Please give details of Internal transfers The Internal transfer is done during the year 2023 from account department to training section and training section to store department 1) Mr Naresh kr khemani (Section In charge) transfer from account section to training section Transfer Date :- JULY 2023 2) Mr Subhah Kr Sharma (Section Incharge) is transfer from Training Section to Store department Transfer Date :- JULY 2023
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	The office holds files and documents related to its functioning along with references and correspondence. The following documents are available with the office: By Academic Division: a) Results of all mid-term examinations conducted by the institute for all semesters

		<p>of BSc H&HA and Diploma courses.</p> <p>b) Syllabus and course content of short- term courses and training offered by CIHM</p> <p>c) Placement and industrial training records of the students.</p> <p>d) Industrial Training and Research Projects of the students.</p> <p>e) Annual Magazine “Gourmets Affair”</p> <p>By Administrative Division:</p> <p>a) Annual Report and Audited Statement of Accounts.</p> <p>b) Service record of all of it’s employees.</p> <p>c) Minutes of Board of Governors meeting and decision taken by them (available on request).</p>																																								
1.6.2	Custodian of documents/categories	Custodians of these documents/categories are the respective HoDs/Section Incharges																																								
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]																																									
1.7.1	Name of Boards, Council, Committee etc.	It is available at: https://ihmgwalior.org/wp-content/uploads/2023/05/BoardofGovernorsExecutiveMembersofIHMGwl.pdf Board of Governors of CIHM, Gwalior.																																								
1.7.2	Composition	(5) Central GOI, 3 State MPT, 3 Industry (2 Industry & 1 Catering Expert) 1 Member Secretary /Principal Chairman BOG /Principal Secretary Tourism MP																																								
1.7.3	Dates from which constituted	(Since 1992)																																								
1.7.4	Term/ Tenure	Please give details For Industry Representative 3 years																																								
1.7.5	Powers and functions	It is as per MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCATION.pdf ;																																								
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.																																								
1.7.7	Whether the minutes of the meetings are open to the public?	Minutes are open to public.																																								
1.7.8	Place where the minutes if open to the public are available?	https://ihmgwalior.org/rti-update/																																								
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]																																									
1.8.1	Name and designation	<table><tr><th>Sr. No</th><th>NAME OF EMPLOYEE</th><th>DESIGNATION</th><th>E-MAIL ID</th></tr><tr><td>1</td><td>SHRI PULKIT BHAMBI</td><td>PRINCIPAL</td><td>pb.pulkitbhambi@gmail.com</td></tr><tr><td>2</td><td>SHRI BANKIM JOARDAR</td><td>H.O.D.</td><td>bankim1968@gmail.com</td></tr><tr><td>3</td><td>SHRI JOSEPH SOY MATHEW</td><td>H.O.D.</td><td>josephsoy@gmail.com</td></tr><tr><td>4</td><td>SHRI P. SURESH</td><td>SR. LECTURER</td><td>pitchai.suresh@rediffmail.com</td></tr><tr><td>5</td><td>SHRI ANUJ GUPTA</td><td>SR. LECTURER</td><td>anuj_gupta91084@yahoo.co.in</td></tr><tr><td>6</td><td>Dr. MANOJ KUMAR YADAV</td><td>LECTURER</td><td>manoj_ihmgwl@rediffmail.com</td></tr><tr><td>7</td><td>SHRI FERAZ AHMED KHAN</td><td>LECTURER</td><td>chefferoz@gmail.com</td></tr><tr><td>8</td><td>SHRI SUNIL KUMAR</td><td>LECTURER</td><td>sunildhankad2051@gmail.com</td></tr><tr><td>9</td><td>Mrs. SANDHYA SINGHAL</td><td>LECTURER</td><td>sandhyahariomsinghal@gmail.com</td></tr></table>	Sr. No	NAME OF EMPLOYEE	DESIGNATION	E-MAIL ID	1	SHRI PULKIT BHAMBI	PRINCIPAL	pb.pulkitbhambi@gmail.com	2	SHRI BANKIM JOARDAR	H.O.D.	bankim1968@gmail.com	3	SHRI JOSEPH SOY MATHEW	H.O.D.	josephsoy@gmail.com	4	SHRI P. SURESH	SR. LECTURER	pitchai.suresh@rediffmail.com	5	SHRI ANUJ GUPTA	SR. LECTURER	anuj_gupta91084@yahoo.co.in	6	Dr. MANOJ KUMAR YADAV	LECTURER	manoj_ihmgwl@rediffmail.com	7	SHRI FERAZ AHMED KHAN	LECTURER	chefferoz@gmail.com	8	SHRI SUNIL KUMAR	LECTURER	sunildhankad2051@gmail.com	9	Mrs. SANDHYA SINGHAL	LECTURER	sandhyahariomsinghal@gmail.com
Sr. No	NAME OF EMPLOYEE	DESIGNATION	E-MAIL ID																																							
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3	SHRI JOSEPH SOY MATHEW	H.O.D.	josephsoy@gmail.com																																							
4	SHRI P. SURESH	SR. LECTURER	pitchai.suresh@rediffmail.com																																							
5	SHRI ANUJ GUPTA	SR. LECTURER	anuj_gupta91084@yahoo.co.in																																							
6	Dr. MANOJ KUMAR YADAV	LECTURER	manoj_ihmgwl@rediffmail.com																																							
7	SHRI FERAZ AHMED KHAN	LECTURER	chefferoz@gmail.com																																							
8	SHRI SUNIL KUMAR	LECTURER	sunildhankad2051@gmail.com																																							
9	Mrs. SANDHYA SINGHAL	LECTURER	sandhyahariomsinghal@gmail.com																																							
1.8.2	Telephone, fax and email ID																																									

		10	Ms. JOYCE JAMBIK KIM	LECTURER	frontofficeihmgwalior@gmail.com
		11	SHRI ABHINAV BHAT	ASST. LECTURER	abhinav960@gmail.com
		12	Mrs. ANSHU	ASST. LECTURER	anshu_018@yahoo.com
		13	SHRI RAJAT ROY CHOWDURY	ASST. LECTURER	rajat.ihm@gmail.com
		14	SHRI ABHISHEK YADAV	ACCOUNTANT	abhishekyadav1094@gmail.com
		15	SHRI BHARAT LAL MAHORE	OFFICE SUPDT.	blmahore1967@gmail.com
		16	Dr. SOMESH MISRA	LIBRARIAN	misrasomesh@gmail.com
		17	SHRI SUBHASH KUMAR SHARMA	U.D.C.	subhashkumarsharma1968@gmail.com
		18	SHRI JAYENTA KUMAR SEN	U.D.C.	ihmgwllac474005@gmail.com
		19	SHRI BRIJ MOHAN GABRANI	LAB ASST.	bmgabrani@yahoo.co.in
		20	SHRI PREM CHAND ARYA	LAB ASST.	premarya500@gmail.com
		21	SHRI DINESH KR.SRIVASTAVA	LAB ASST.	chefdineshshri@gmail.com
		22	SHRI RAKESH AHUJA	LAB ATTEND	ahujarakesh96@gmail.com
		23	SHRI DILIP KUMAR BAMORIA	LAB ATTEND	dilipkumarbamoria@gmail.com
		24	SHRI ANIL KUMAR MAHORE	DRIVER	mahore1970@gmail.com
		25	SHRI SANJEEV KUMAR MAHENDRU	LAB ATTEND	sanjeevm1971@gmail.com
		26	SHRI PAURSH PAL SINGH	COMPUTER MECH.	paurushpalsingh@gmail.com
		27	SHRI SURESH KUMAR	M.T.S.	sureshkumar9165054823@gmail.com
		28	SHRI RAM BABU	M.T.S.	rambabu9981424570@gmail.com
		29	SHRI VIJAY SINGH	M.T.S.	vijaysingh8435534905@gmail.com
		30	SHRI DILIP KUMAR	M.T.S.	dilipkumar77371@gmail.com
		31	SHRI UMESH KUMAR	M.T.S.	umesh9826335688@gmail.com
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]				
1.9.1	List of employees with Gross monthly remuneration	Sr. No.	NAME OF EMPLOYEE	DESIGNATION	G. TOTAL
		1	SHRI PULKIT BHAMBI	PRINCIPAL	250,310.00
		2	SHRI BANKIM JOARDAR	H.O.D.	165,005.00
		3	SHRI JOSEPH SOY MATHEW	SR. LECTURER	149,780.00
		4	SHRI P. SURESH	SR. LECTURER	132,450.00
		5	SHRI ANUJ GUPTA	SR. LECTURER	113,897.00
		6	Dr. MANOJ KUMAR YADAV	LECTURER	114,712.00
		7	SHRI FERAZ AHMED KHAN	LECTURER	111,368.00
		8	SHRI SUNIL KUMAR	LECTURER	111,011.00
		9	Mrs. SANDHYA SINGHAL	LECTURER	103,332.00
		10	Ms. JOYCE JAMBIK KIM	LECTURER	99,173.00
		11	SHRI ABHINAV BHAT	ASST. LECTURER	93,665.00
		12	Mrs. ANSHU	ASST. LECTURER	93,665.00

		13	SHRI RAJAT ROY CHOWDURY	ASST. LECTURER	83,634.00
		14	SHRI ABHISHEK YADAV	ACCOUNTANT	78,913.00
		15	SHRI BHARAT LAL MAHORE	OFFICE SUPDT.	102,365.00
		16	Dr. SOMESH MISRA	LIBRARIAN	125,290.00
		17	SHRI SUBHASH KUMAR SHARMA	U.D.C.	84,690.00
		18	SHRI JAYENTA KUMAR SEN	U.D.C.	76,640.00
		19	SHRI BRIJ MOHAN GABRANI	LAB ASST.	78,915.00
		20	SHRI PREM CHAND ARYA	LAB ASST.	70,215.00
		21	SHRI DINESH KR.SRIVASTAVA	LAB ASST.	78,915.00
		22	SHRI RAKESH AHUJA	LAB ATTEND	73,840.00
		23	SHRI DILIP KUMAR BAMORIA	LAB ATTEND	76,630.00
		24	SHRI ANIL KUMAR MAHORE	DRIVER	76,640.00
		25	SHRI SANJEEV KUMAR MAHENDRU	LAB ATTEND	73,840.00
		26	SHRI PAURSH PAL SINGH	COMPUTER MECH.	71,740.00
		27	SHRI SURESH KUMAR	M.T.S.	75,940.00
		28	SHRI RAM BABU	M.T.S.	69,815.00
		29	SHRI VIJAY SINGH	M.T.S.	67,890.00
		30	SHRI DILIP KUMAR	M.T.S.	67,890.00
		31	SHRI UMESH KUMAR	M.T.S.	65,965.00
1.9.2	System of compensation as provided in its regulations	Employees of Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc.			
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]				
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	a. Sh. Abhishek Yadav, Nodal Office-cum-CPIO and I/c. Admin. Officer, Institute of Hotel Management Catering & Applied Nutrition, Gwalior (0751-2471477 9687877156; accihmgwl@gmail.com) b. Sh. Pulkit Bhambi, First Appellate Authority & Principal, Institute of Hotel Management Catering & Applied Nutrition, Gwalior (0751-2471477; 9410394202; ihmgwl@gmail.com); c. Mr. B.L. Mahore, APIO & Office Supdt., Institute of Hotel Management Catering & Applied Nutrition, Gwalior (0751-2471477; 9753126001; ihmgwl.training@gmail.com)			
1.10.2	Address, telephone numbers & email ID of each designated official.				
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))				
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor	NIL as on date			

	penalty or major penalty proceedings	
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	
1.12.1	Educational programmes	There is a separate Room/Office for RTI Cell to handle these matters at Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior. The institute organizes RTI Awareness Programmes for employees & students from time to time. Last year, the CPIO arranged one Session on RTI on 04.12.2024.
1.12.2	Efforts to encourage public authority to participate in these programmes	Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.
1.12.3	Training of CPIO/APIO	NIL
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior updates & published Guidelines on RTI on regular intervals and it was last updated in the website on 31.03.2025.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Since Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior is an autonomous body, none of the non-teaching staff has been transferred. No Internal transfers were made during the 2024-25.
2	Budget and Programme	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]	
2.1.1	Total Budget for the public authority	
2.1.2	Budget for each agency and plan & programmes	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department. Link : https://ihmgwalior.org/wp-content/uploads/2025/07/13.-RTI-ESTIMATED-BUDGET.pdf
2.1.3	Proposed expenditures	Rs.8,03,90,687-00
2.1.4	Revised budget for each agency, if any	No
2.1.5	Report on disbursements made and place where the related reports are available	Report on disbursements made is available in Annual Report. Link : https://ihmgwalior.org/wp-content/uploads/2025/07/19.-RTI-ANNUAL-REPORT-2023-24.pdf

2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation.(d) Expenditure on the visit.	Domestic Tour Details : <ul style="list-style-type: none"> • 23.04.2024 to 25.04.2024 : 03 days : Bhopal : Rs.10,575-00 • 08.05.2024 to 10.05.2024 : 03 days : Bangalore : Rs.46,382-00 • 30.05.2024 to 01.06.2024 : 03 days : Bhopal : Rs.11,602-00 • 02.08.2024 to 03.08.2024 : 02 days : Jabalpur : Rs.6,213-00 • 04.11.2024 to 05.11.2024 : 02 days : New Delhi : Rs.4,989-00 • 09.01.2025 to 10.01.2024 : 02 days : Bhopal : Rs.10,519-00 • 26.01.2025 to 27.01.2025 : 02 days : Bhopal : Rs.9,533-00
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) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Details about Tenders is given here: <p>1) Outsource Cleaning, Security & Office Staff : M/s Aadhar Security Solutions Pvt Ltd. : https://ihmgwalior.org/wp-content/uploads/2024/08/Adhar-security-.pdf</p> <p>2) Hostel Mess Tender : https://ihmgwalior.org/wp-content/uploads/2025/07/18-Hostel-Mess-Work-Order-Shivpal-Singh-Bundela-Caters.pdf</p> <p>3) Vegetable Tender : M/s Samshad Choudhary, Gwalior : https://ihmgwalior.org/vegetable-fruits-tender-2024-25/;</p> <p>4) Grocery Tender : M/s Santram Faqirchand, Gwalior : https://ihmgwalior.org/grocery-tender-2024-25/;</p> <p>5) Non-veg Items Supplier : M/s Akhil kumar Sonkar : https://ihmgwalior.org/nonveg-tender-2024-25/;</p> <p>6) Dairy Product Tender : : https://ihmgwalior.org/dairy-products-tender-2024-25/;</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable as Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior does not offer Subsidy Programme
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and	

	financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior does not allocate any Discretionary and non-discretionary grants/ State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior does not provide Concessions, permits or authorizations. Institute is permitted to run short-duration Skill Development training programmes under Hunar-Se-Rozgar Tak scheme by Ministry of Tourism, Govt. of India. Following schemes of Ministry of Tourism were implemented for the year 2024-25: <ul style="list-style-type: none">• Skill Training and Certification• Entrepreneurship Programme https://ihmgwalior.org/wp-content/uploads/2023/08/RTI-7-RTI-CHAPTER-CHAPTER-14.pdf
2.5.2	For each concession, 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	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both	Audit para and reply given by the Institute has been published on Institute website : Link : https://ihmgwalior.org/wp-content/uploads/2025/07/AUDIT-PARA-AND-REPLY.pdf

	houses of the parliament.	
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	<p>MoA: https://ihmgwalior.org/wp-content/uploads/2023/05/MEMORANDUM-OF-ASSOCIATION.pdf;</p> <p>Rules & Regulations: https://ihmgwalior.org/wp-content/uploads/2023/05/RULES-AND-REGULATIONS.pdf;</p> <p>Staff Regulations: https://ihmgwalior.org/wp-content/uploads/2023/05/STAFF-REGULATIONS.pdf;</p> <p>Recruitment Rules: https://ihmgwalior.org/wp-content/uploads/2023/08/Recruitment-Rules-2003.pdf;</p> <p>IHM Syllabus: https://ihmgwalior.org/ihm-syllabus/;</p> <p>IHM Library: https://ihmgwalior.org/ihm-library/;</p> <p>Notifications: https://ihmgwalior.org/notification/;</p> <p>Tenders: https://ihmgwalior.org/grocery-tender-2024-25/; https://ihmgwalior.org/vegetable-fruits-tender-2024-25/; https://ihmgwalior.org/dairy-products-tender-2024-25/; https://ihmgwalior.org/nonveg-tender-2024-25/;</p> <p>Annual Report: https://ihmgwalior.org/wp-content/uploads/2025/07/19.-RTI-ANNUAL-REPORT-2023-24.pdf</p> <p>CIHM Placement Record: The Details is mentioned in Annual Report – 2023-24.</p> <p>Mid Term Examination Record:</p>
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	<p>The Society has on its board two persons from the hotel industry nominated by Central Govt. as per Rule 4(e) of the Society Rules and Regulations and one expert on Catering Technology nominated by Central Govt. as per Rule 4(d) of the Society Rules and Regulations. These members contribute their inputs in the policy and guidance to the Board of Governors of the Institute of Hotel Management, Gwalior. The members are: (a) Sh. Anurag Katriar, Founder & Managing Director MD Indigo Hospitality Pvt. Ltd., Trustee, National Restaurants Association of India, 812-A, The Capital Building, Bandra, Kurla Complex Bandra East, Mumbai-400051; (b) Sh. Rahul Joshi, General Manager Taj Hotel & Convention Centre, Taj East Gate Rd, Taj Nagari Phase 1, Telepara, Tajganj, Agra</p> <p>However, major policies are formulated in NCHMCT Noida and Ministry of Tourism, Govt. of India.</p> <p>Day & time allotted for visitors: From 09.30AM to 05.00PM</p> <p>Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Sh. Naresh Kumar Khemani, ACPIO and I/c. Accountant</p>
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)	
3.1.5	Public- private partnerships (PPP)- Concession	

	agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part ofthe implementation of the PPP	
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	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
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	Detail is given under 3.1.1 above
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	
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	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Website of Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior:
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior: ()
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	Yes, it is uploaded in the website ()
4.1.2	Vernacular/ Local Language	Hindi /English language is prefer for al orders
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	20.08.2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization's website: https://ihmgwalior.org/ ;
4.3.2	Name/ title of the	

	document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior. Information pertaining to activities dealt by the CIHM, Gwalior is provided to the users who demand the information. Office Address: Institute of Hotel Management Catering Technology & Applied Nutrition, Airport Road Maharajpura Gwalior (M.P.) 474005 The information is also uploaded on the website of the CIHM i.e. www.ihmgwalior.org for general reference.
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website they can send email to CPIO at email id pio@moil.nic.in seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	9.30AM to 5.30PM
4.4.3	Contact person & contact details (Phone, fax email)	Sh. Pulkit Bhambi, First Appellate Authority & Principal, Institute of Hotel Management Catering & Applied Nutrition, Gwalior (0751-2471477; 9410394202; ihmgwl@gmail.com)
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. Detail of Internal Complaint Committee of the Sexual Harassment of women at workplace and Student Complaint Redressal Committee is given under 1.3.1 (above).
4.5.2	Details of applications received under RTI and information provided	https://ihmgwalior.org/wp-content/uploads/2025/07/10.-RTI-2024-25-RTI-Quarterly-Update.xlsx https://ihmgwalior.org/wp-content/uploads/2025/07/12.-RTI-Application-received-in-2024-25.pdf
4.5.3	List of completed schemes/ projects/ Programmes	STP (Sewage Treatment Plan) Water Harvest System
4.5.4	List of schemes/ projects/ programme underway	None
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals. Tenders: https://ihmgwalior.org/grocery-tender-2024-25/ ; https://ihmgwalior.org/vegetable-fruits-tender-2024-25/ ; https://ihmgwalior.org/dairy-products-tender-2024-25/ ; https://ihmgwalior.org/nonveg-tender-2024-25/ ; Contract of Manpower Services: M/S Aadhar Security And Solution 4, Alkapuri, City Center, Gwalior (M.P.) 474011 Service provider since 1 st November 2020 Period of

		contract -1 years Contract Amount for FY 2022-23 – Rs. * To be filled up
4.5.6	Annual Report	https://ihmgwalior.org/wp-content/uploads/2025/07/19.-RTI-ANNUAL-REPORT-2023-24.pdf
4.5.7	Frequently Asked Question (FAQs)	Annexure – I
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 Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	https://ihmgwalior.org/wp-content/uploads/2025/07/12.-RTI-Application-received-in-2024-25.pdf ;
4.6.2	Details of appeals received and orders issued	All the reply against RTI has been provided and disposed off in time manner.
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given in the Parliament	https://ihmgwalior.org/wp-content/uploads/2025/07/16.-RTI-Parliament-unstarred-Question.pdf
5	Information as may be prescribed	
5.1	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]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	<p>Current CPIO & FAA:</p> <p>a. Sh. Abhishek Yadav, CPIO and I/c. Admin. Officer, Institute of Hotel Management Catering & Applied Nutrition, Gwalior</p> <p>b. Sh. Pulkit Bhambi, First Appellate Authority & Principal, Institute of Hotel Management Catering & Applied Nutrition, Gwalior</p> <p>Earlier CPIO & FAA:</p> <p>Earlier CPIOs and FAAs are given here: https://ihmgwalior.org/wp-content/uploads/2023/08/RTI-8.-RTI-UPDATE-List-CPIO-ACPIO-FAA-w.e.f.-2015.pdf</p>
5.1.2	Details of Third Party audit of voluntary disclosure - (a) Dates of audit carried out, (b) Report of the audit carried out	Third Party Audit of Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior was carried out by NITTTR, Chandigarh for the year 2023-24 on 02.09.2024: https://ihmgwalior.org/wp-content/uploads/2025/07/09.-RTI-Third-Party-Audited-report-of-IHM-Gwalior-for-the-year-2023-24.pdf

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	<p>Sh. Ashok Kumar Lalchandani, Nodal Officer and Admin. Officer, Institute of Hotel Management Catering & Applied Nutrition, Gwalior (Till 31.01.2025)</p> <p>Sh. Abhishek Yadav, Nodal Officer and I/c. Admin. Officer, Institute of Hotel Management Catering & Applied Nutrition, Gwalior (From : 01.02.2025 till continue...)</p>																									
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	<p>Please give details</p> <p>Names, Designations and other particulars of the Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure</p> <p>Names, Designations and other particulars of the Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure</p> <table><tr><th>S NO</th><th>Name & Designation</th><th>Designation</th><th>Phone/Fax/E-mail</th><th>Address</th></tr><tr><td>1</td><td>Mr.Pulkit Bhambi, Principal</td><td>Appellate Authority</td><td>Phone: 0751-2471477 9410394202</td><td>ihmgwl@gmail.com www.ihmgwalior.org</td></tr><tr><td>2</td><td>Abhishek Yadav I/c Administrative - cum- Accounts Officer</td><td>Nodal Officer/Central Public Information Officer</td><td>Phone: 0751-2471477 9687877156</td><td>accihmgwl@gmail.com www.ihmgwalior.org</td></tr><tr><td>3</td><td>Mr.bharat lal mahore (office superident)</td><td>Assistant Public Information Officer</td><td>Phone: 0751-2471477 9753126001</td><td>ihmgwl.training@gmail.com www.ihmgwalior.org</td></tr><tr><td>4</td><td>Mrs.Joyce</td><td>Reserved Category officer</td><td>Phone: 0751-2471477 9753126001</td><td>frontofficeihmgwalior@gmail.com www.ihmgwalior.org</td></tr></table>	S NO	Name & Designation	Designation	Phone/Fax/E-mail	Address	1	Mr.Pulkit Bhambi, Principal	Appellate Authority	Phone: 0751-2471477 9410394202	ihmgwl@gmail.com www.ihmgwalior.org	2	Abhishek Yadav I/c Administrative - cum- Accounts Officer	Nodal Officer/Central Public Information Officer	Phone: 0751-2471477 9687877156	accihmgwl@gmail.com www.ihmgwalior.org	3	Mr.bharat lal mahore (office superident)	Assistant Public Information Officer	Phone: 0751-2471477 9753126001	ihmgwl.training@gmail.com www.ihmgwalior.org	4	Mrs.Joyce	Reserved Category officer	Phone: 0751-2471477 9753126001	frontofficeihmgwalior@gmail.com www.ihmgwalior.org
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4	Mrs.Joyce	Reserved Category officer	Phone: 0751-2471477 9753126001	frontofficeihmgwalior@gmail.com www.ihmgwalior.org																							
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	<p>Please give details Names, Designations and other particulars of the Firstappellate authority and the Public Information Officers.</p> <table><tr><th>S NO</th><th>Name & Designation</th><th>Designation</th><th>Phone/Fax/E-mail</th><th>Address</th></tr><tr><td>1</td><td>Mr.Pulkit Bhambi, Principal</td><td>Appellate Authority</td><td>Phone: 0751-2471477 9410394202</td><td>ihmgwl@gmail.com www.ihmgwalior.org</td></tr><tr><td>2</td><td>Mr. Abhishek Yadav i/c Administrative - cum- Accounts Officer</td><td>Nodal Officer/Central Public Information Officer</td><td>Phone: 0751-2471477 9687877156</td><td>accihmgwl@gmail.com www.ihmgwalior.org</td></tr></table>	S NO	Name & Designation	Designation	Phone/Fax/E-mail	Address	1	Mr.Pulkit Bhambi, Principal	Appellate Authority	Phone: 0751-2471477 9410394202	ihmgwl@gmail.com www.ihmgwalior.org	2	Mr. Abhishek Yadav i/c Administrative - cum- Accounts Officer	Nodal Officer/Central Public Information Officer	Phone: 0751-2471477 9687877156	accihmgwl@gmail.com www.ihmgwalior.org										
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		<table><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>Mr.BHARAT LAL MAHORE (OFFICE SUPERIDENT)</td><td>Assistant Public Information Officer</td><td>Phone: 0751-2471477 9753126001</td><td>ihmgwl.training@gmail.com www.ihmgwalior.org</td></tr></table> <p>EarlierCPIOsandFAAs</p> <table><tr><th>Year</th><th>CPIO</th><th>FAA</th></tr><tr><td>2015-18</td><td>ShriH.C.Chugh</td><td>Dr.M.K.Dash</td></tr><tr><td>2019-21</td><td>ShriAshokanB.S.</td><td>Dr.M.K.Dash</td></tr><tr><td>2021-2025</td><td>ShriAshokkumar Lalchandni</td><td>Shri.PulkitBhambi</td></tr><tr><td>2025 till continew</td><td>Shri Abhishek Yadav</td><td>Shri Pulkit Bhambi</td></tr></table>						3	Mr.BHARAT LAL MAHORE (OFFICE SUPERIDENT)	Assistant Public Information Officer	Phone: 0751-2471477 9753126001	ihmgwl.training@gmail.com www.ihmgwalior.org	Year	CPIO	FAA	2015-18	ShriH.C.Chugh	Dr.M.K.Dash	2019-21	ShriAshokanB.S.	Dr.M.K.Dash	2021-2025	ShriAshokkumar Lalchandni	Shri.PulkitBhambi	2025 till continew	Shri Abhishek Yadav	Shri Pulkit Bhambi
3	Mr.BHARAT LAL MAHORE (OFFICE SUPERIDENT)	Assistant Public Information Officer	Phone: 0751-2471477 9753126001	ihmgwl.training@gmail.com www.ihmgwalior.org																							
Year	CPIO	FAA																									
2015-18	ShriH.C.Chugh	Dr.M.K.Dash																									
2019-21	ShriAshokanB.S.	Dr.M.K.Dash																									
2021-2025	ShriAshokkumar Lalchandni	Shri.PulkitBhambi																									
2025 till continew	Shri Abhishek Yadav	Shri Pulkit Bhambi																									
6	Information Disclosed on own Initiative																										
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information																										
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior which is updated on regular intervals (https://ihmgwalior.org/)																									
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the CentralSecretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry ofPersonnel, Public Grievances& Pensions																										
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained																									
6.2.2	Does the website show the certificate on the Website?	Same as above																									

Institute of Hotel Management Catering & Nutrition (CIHM), Gwalior

Frequently Asked Question (FAQs)

A. Institute Related FAQs

1. Who can apply for hotel management courses?

The program are open for students of all streams i.e. Arts/Commerce / Sciences/ Others. With English as a compulsory subject.

2. How much percentage is needed for Management?

12th Pass is required.

3. How many courses are offered by the Institute?

We offer Four courses – B.Sc. in HHA (3year degree), Diploma in Food Production, Diploma in F&B Service, PG Diploma in A.O.

4. Where is the Institute located?

It is situated in one of the prime Location of Airport Road, Maharajpura, Gwalior.

5. What is the Admission Process for foreign students?

The student from foreign origin can apply for admission after qualifying The National Council for Hotel Management and Catering Technology Joint Entrance Exam (NCHMCT JEE).

6. What are the age criteria for applying for the course?

No Age Bar with effect from 1 July 2023*

7. Does Institute have a hostel facility for B.Sc. students?

Yes, there is hostel facility for both boys (180 seats) & girls (80 seats).

8. What is the duration of Industrial Training?

The duration for the industrial training differs in both the courses: BSc. in HHA – 17 weeks training; Diploma in Food Production – 6 months

9. Is there a separate course for vegetarian students?

There is NO Separate course, however there is a provision to choose Vegetarian option for cooking practical in B.Sc. HHA (3 year degree programme).

10. What is the No. of seats available in BSc. HHA (3 year degree program) & Diploma in Food Production (1.5 year course)?

There are 300 seats available in the BSc. HHA program and the reservation policy is followed accordance to the policy laid down by Central Govt. There are 80 seats available in Diploma in Food Production and the reservation policy is followed accordance to the policy laid down by Central Govt.

11. What are the other facilities available in the institute?

There are many facilities available in the institute:

- Well-equipped labs for all the practical classes
- Hostel facilities
- Parking facilities (For students)
- Medical facilities
- Photo copy facilities

12. Who are your top recruiters?

Our top recruiters are reputed hotel chains, QSR's & Retail Chains like Taj, Oberoi, Marriott, Hyatt, McDonalds, Dominos, Reliance, Aditya Birla. etc. *

13. What kind of job opportunities are there after completion of degree from CIHM Gwalior?

Global growth and development of tourism has opened up innumerable openings. As a result, the graduating students in Hotels can look forward to career opportunities as; Indian Navy Hospitality services, Hospital and Institutional Catering, Cabin crew in airlines, Flight kitchen, faculty in hotel management colleges, Guest/Customer Relation Executive in Hotel Shipping and Self- employment through entrepreneurship.

14. What are careers in Hospitality & Tourism?

Global growth and development of tourism has opened up innumerable openings. As a result, the graduating students in Hotel & Tourism can look forward to career opportunities as

- Airline Ticketing & Reservations;

- Faculty in Hotel Management/Food Craft Institutes/ Tourism Institutes/ University Departments;
- Flight Kitchens and on-board flight services;
- Guest/Customer Relation Executive in Hotel and other Service Sectors;
- Hospital and Institutional Catering;
- Hospitality Marketing & Sales in Hotel & Travel Firms
- Indian Navy Hospitality services;
- Kitchen Management/ Housekeeping Management positions in hotels after initial stint as trainee;
- Railways hospitality and catering services;
- Self-employment through entrepreneurship
- Shipping and Cruise lines;
- State Tourism Development Corporations;
- Tour Operations & Travel Agencies
- Tour Escorts Domestic & International

15. What Procedure is followed for the recruitment of faculty and staff?

The institute follows the Recruitments rules of central Institutes of Hotel Management (CIHM) set up as Autonomous Body under the Ministry of Tourism and the revision/amendments issued from time to time.

16. What measures are taken to create awareness for curbing the menace of ragging?

The Institute has taken adequate measures against ragging as per Clause (e) of Regulations 6.4 of the UGC Regulations. Also, Anti-ragging committees are formed to monitor the implementation of the set guidelines.

17. Which service rule is applicable for the faculty and staff?

The Central Civil Services (Conduct) Rules, 1964 are applicable for the faculty and staff.

18. What is the statutory status of the Institute?

The Institute is an Autonomous Body under the aegis of Ministry of Tourism, Govt. of India.

19. Provide information about the Institute affiliation.

The B.Sc. H&HA is offered in a collaborative mode jointly by NCHM and IGNOU since 2002. The DFP is offered by NCHM which awards Diplomas.

B. RTI Related FAQs

Q.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in

any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2. What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q.6. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.8. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

Q.9. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.11. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.12. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.14. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.15. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.16. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.

