

INSTITUTE OF HOTEL MANAGEMENT (PATNA) SOCIETY

STAFF REGULATIONS

In pursuance of the relevant provision of the Memorandum of Association and Rules of the Institute of Hotel Management (Patna) Society, the Board of Governors hereby makes the following regulations, namely:

CHAPTER - I

1. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- I. These regulations may be called the Institute of Hotel Management, Catering Technology & Applied Nutrition (Patna) Society's (Staff) Regulation.
- ii. They shall come into force 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 matter 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 on Appendix to these regulations;
- b. "Appendix 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 the Society;
- f. "Society" means the Institute of Hotel Management, Catering Technology & Applied Nutrition (Patna) 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;
 - i) “Departmental candidate” is one who is a regular employee of Institute of Hotel Management but does not include employees working on daily wages / contract basis.
 - ii) “Regular service” means service rendered by an employee in the cadre on a regular basis other than the service on contract or daily wages but includes adhoc promotion in a cadre post .
- h. “Executive Committee” means the Executive Committee of the Society.
- i. “Institute” means the Institute of Hotel Management, Catering Technology & Applied Nutrition, Patna.
- j. “Principal” means the Principal of Institute of Hotel Management, Catering Technology & Applied Nutrition , Patna.
- k. “Central Government” means Ministry or Department in the Central Government dealing with the subject.

3. INTERPRETATION

Board of Governors to itself the right to interpret the rules in accordance with the government policy laid down by the Government.

4. CLASSIFICATION OF POSTS

The Classification of the pots in the Society and the scales of pay attached there to shall be as set out in Appendix II and shall be subject to 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

5. 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.

6. APPOINTMENTS

I) Appointments (from Appendix III) to posts in Group 'C' and 'D' shall be made by the Principal and appointments to posts in Group- '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 selection provided that the appointment of the Principal shall be made in accordance with the provisions of Rule 24(I) of the Rules & Regulations of the Society.

II) Qualifications for appointments

The qualifications for appointment to the post in various cadre 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 and
- c. by appointment of employees borrowed from Government, Department and other Institutes:
- 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 be a general or special order and subject to such conditions as it may specify in such order delegates 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 interests 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 in contract service for any period not exceeding two year in aggregate, subject to any instructions /orders issued by the Central Government in such matter Grade 'D' employees shall retire on attaining the age of 60 years.
- b. Notwithstanding anything contained in Regulations (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 application to comparable categories of Central Government employees from time to time.

vi) Probation

1. 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; And the probation may be extended for a maximum of one year in blocks of 6 months.
2. Nothing in this regulation shall apply to the persons employed on deputation from Central /State Government or on 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 1 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 appointment is less than 3 months;
- c. 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 or an Institute shall leave or discontinue his service in the institute except after giving one 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 compensation.

b. I) The institute may at any time without assigning any reasons, terminate the services of any employee who has not completed his probation, after giving one month's 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 not completed his probation and stands confirmed by giving him three months notice of pay and allowance in lieu therefore.

- c. In case of Group 'C' and Group 'D' employees, the Principal shall be the competent authority while Executive Committee for Class '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 in this behalf.

- d. Nothing contained in these Regulations shall affect the right of the appointing authority to retire, remove or dismiss an employee without giving any notice or pay in lieu of notice in accordance with the provisions of relevant at rules concerning 'conduct and discipline' of employees.

CHAPTER III

GENERAL CONDITIONS OF SERVICE

In all matters relating to service conditions such as fixation of pay; increments counting of service for increments; compulsory deduction optional deductions; grant of special pay; personal pay; honorarium and fee; Dearness allowance; Additional Dearness; Interim relief; Leave Travel Concession; Compensatory Allowance; Children Education Allowance; Small family allowance; House Building Advance; Festival Advance, Advances for purchase of Conveyances; Travel and Admissibility of Travel Allowance; Classification, Control and Appeal Rules; Conduct Rules; Contributions to Contributory Provident Fund / General Provident Fund; Joining Time; Leave Entitlement and conditions for grant of various kinds of leaves; Medical Rules; Gratuity and Terminal Benefits etc; the Central Government Rules on the Subject, as applicable to comparable categories of Central Government Employees/servants, shall Mutatis Mutandis be 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 provisions/ rules in respect of any specific matters, the employees of the institute shall be subject to these 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 contributory Provident Fund , General Provident Fund under the terms and conditions as laid down in Contributory Provident Fund (India) Rules, 1962/ GPF Rules as amended from time to time.

CHAPTER IV

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 the pay, rant and status of an employee, and on such rate of monthly licence fee as it considers reasonable. The Society will not have any authority to hire accommodation and give it staff members.
- ii) In deciding the suitability of such residential accommodation to an employee's pay , rant and status as well as determining the licence 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

Regulations not covered by these Rules will be governed by Government of India's instruction in that behalf.

CHAPTER VI

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

Sl.no.	Nature of power	Extend of power	Authority competent to exercise it
01.	Matters regarding Medical Nomination i. For appointment ii. For grant of leave iii. For any other purpose	Full	Principal
02.	Probation period: i. Initial probation ii. Extension of probation iii. Completion of probation	Full	Appointing authority
03.	Extension of Services i. Beyond superannuation/re-employment/contract employment	Full	Board of Governors subject to approval of the Central Government
04.	Appointments	Group A Group B Group C & D	Board of Governors Board of Governors Principal
05.	Termination of Services:	Group A Group B Group C & D	Board of Governors Board of Governors Principal

06.	Reduction in Establishment	Full	Board of Governors
07.	Disciplinary Authority	Group C & D	Principal
		Group A & B	Board of Governors/ Executive Committee
08.	Pay Fixation	Full	Principal
09.	E.B.Crossing	All employee	Principal
10.	Grant of special /Advance increment	-do-	Appointing authority
11.	Allowances- Admissibility of decision regarding	-do-	Principal
12.	Adoption of rate of pay and allowances	-do-	Board of Governors
13.	Grant of leave-all kinds	-do-	Principal
14.	Detailing for duty during vacation	-do-	Principal
15.	Accommodation	-do-	Principal
16.	T.A. / D.A.	All employees	Principal
17.	Travel by Air	-do-	Executive Committee in the case of entitled officers and Board of Governors with approval of the Central Government in case of non-entitled officer.

18.	Gratuity and other retirement benefits	-do-	Appointing authority
19.	Relaxation/Interpretation of any rule	-do-	Board of Governors subject to approval of the Central Government

- Note:
- i. In respect of any of the above matters concerning the Principal and decision will be taken at the level of the Board of Governors with the approval of the Central Government.
 - ii. For effecting better day to day administration Principal may delegate his power to any authority subordinate to him.
 - iii. Financial powers shall be exercised as per Bye Laws of the Society.

APPENDIX 1

MEDICAL CERTIFICATE OF FITNESS FOR APPOINTMENT

I, Dr..... hereby certify that I have examined Shri/Smt./Km.....a candidate for employment in the Institute of Hotel Managementand cannot discover that Shri/Smt./Km.....has any disease (communicable or otherwise), constitutional wakens or bodily infirmity except.....

I do not consider this a disqualification for employment in the Institte of Hotel Management, Patna. His/Her age according to his/her own statement isyeas and by appearance.....years.

His /Her signature/Thumb impression are/ is given below.

Dated the.....
Name and designation of the Doctor

APPENDIX II

(See Regulations 3)

Classification of Posts and Scales of Pay

Group	Name of Post	No. of Posts	Scale of Pay
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(All the posts to be appropriate classified in Group 'A', 'B', 'C' and 'D' posts and listed in this Appendix)

APPENDIX III

**(FORM OFFER OF APPOINTMENT)REGISTERD AD
INSTITUTE OF HOTEL MANAGEMENT**

No.....

Date.....

Dear Sir/Madam,

With reference to your application dated.....the interview for which you appeared on....., I have been authorized to offer you on behalf of the Institute of Hotel Management (Patna) Society, a post ofat the institute.

The terms and conditions of this appointment will be as follows:

1. Pay : Rs.per month in the pay scale of
- ii. Allowances leave and other terms and conditions.: These will be as laid down in the ' Staff regulations' of the Society. The allowances etc. are comparable in those attached to similar posts under the Central Government.
- iii, Nature of appointment: The appointment will be on probation for a period of 12 months in the manner laid down in the staff Regulations aforesaid.
- iv. Notice of Termination: During the period of probation, the appointment may be terminated at any time of one month's notice given by either side, viz yourself or the Society without assigning any reasons. After your appointment is confirmed, the appointment may be terminated at any time by three months' notice given by either side without assigning any reasons. The Society, however, reserve the right of terminating your services forthwith or before the expiry of the stipulated period of notice by making payment to you of a sum equivalent to the pay and allowances for the period of notice o the unexpired portion thereof.`
- v. You will be required to produce within one month of appointment a Medical Certificate of fitness at your own cost from a Medical Practitioner or authority nominated by the Society.

- vi. Place of duty: Your place of duty will be the Institute of Hotel Management or such other place as the Board of Governors of the institute may decide.
- vii. Documents to be produce: The following original certificate should be produced for inspection and return:-
 - a. Degree, Diploma or Certificates of Educational and other Technical qualifications.
 - b. The Matriculation Certificate or other acceptable proof or your date of birth , and
 - c. A Character Certificate from a Gazetted Officer of the Government of India.

If any declaration given or information furnished by you proves to be false or if you found to have willfully suppressed any materials information, you will be liable to removal from service and such other action as may deem necessary.

If you accept the offer on the above terms, you should communicate your acceptance to the undersigned by.....If no reply is received by the prescribed date, this offer will be treated as cancelled.

No traveling allowance shall be allowed for joining the appointment.

Please acknowledge receipt of this letter.

Yours faithfully,

For and on behalf of the
Institute of Hotel Management
(Patna)Society.