

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

STAFF REGULATIONS

In Pursuance of the relevant provision of the Memorandum of Association and Rules & Regulations of the Institute of Hotel Management, Catering Technology & Applied Nutrition (Jharkhand) Society, the Board of Governors hereby makes the following regulations, namely:

CHAPTER -1

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- (i) These Regulations may be called the "Institute of Hotel Management Catering Technology & Applied Nutrition (Jharkhand) Society's Staff Regulations, 2008";
- (ii) They shall come into force at once.
- (iii) They shall apply to all 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 person 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 an Appendix to these Regulations;
- (b) 'Appointing Authority' means the authority prescribed in Regulation 6;
- (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 (Jharkhand) Society;



- (g) 'Employee' means a person who is in the whole time service of the Society but does not include a person employed by the Society on daily wages;
- (h) 'Executive Committee' means the Executive Committee of the Society;
- (i) 'Institute' means the Institute of Hotel Management, Catering Technology & Applied Nutrition, Ranchi;
- (j) 'Principal' means the Principal of Institute of Hotel Management, Catering Technology & Applied Nutrition, Ranchi
- (k) 'Central Government' means Ministry or Department in the Central Government dealing with the subject;
- (l) State Government mean Department of Tourism, Government of Jharkhand
- (m) Prescribed mean the norms, orders, circulars, guidelines etc. issued from time to time by Department of Tourism, Government of Jharkhand.

3. INTERPRETATION:

Board of the Governors arrogates 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 posts in the Society and the scales of the pay attached thereto shall be as set out 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 State 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 State 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 State Government from time to time.

6. APPOINTMENTS:

(i) Approval for the appointment to posts in Class III and IV shall be made by the Executive Committee and to the posts in class I and II shall be made by the Board of Governors provided that the appointment of the Principal shall be made in accordance with the provisions of Rules 24 (i) of the Rules & Regulations of the Society.

(ii) **Qualifications for appointments:**

The qualification for appointment to the posts in various cadre in the Institute shall be such as may be determined by the Board of Governors from time to time in accordance with any orders / instructions issued by the State 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 deputation 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 employee serving in posts in the next lower grade.

(iv) **Adhoc Appointment:**

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

(v) **Superannuation;**

- (a) All employee of the institute except Class IV employees shall retire on attaining the age of 60 years provided that the Board of Governors may if satisfied that the interest of the Society so requires and in consideration of the outstanding nature of work done by an employee, extend by and in writing, with the prior approval of the State 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 years in aggregate, subject to any instruction / orders issued by the State Government in such matter Class IV employee shall retire on attaining the age of 60 years.
- (b) Notwithstanding anything contained in Regulation (a), an employee shall on invalidation by the appropriate medical authority, cease to be in service on account of complete and permanent incapacitation determined in accordance with comparable categories of State Government employees from time to time.

(vi) **Probation;**

1. Every employee shall, be on Probation for a period as specified in Recruitment & Promotion Rules of Society & as amended from time to time.
2. Nothing in this regulation shall apply to the persons employed on deputation from Central / State Government or an Institute.

(vii) **Medical fitness;**

Every person appointed for the first time to any post in the Institute shall, before joining duty in the post, be required to furnish a medical certificate of fitness in the form prescribed in appendix – 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 appointments is less than three 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 to Discontinue his service in the Institute except after giving one month's notice in writing of his intention to do so to the Principal.

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

- ii. However, if an employee wants to leave service instantaneously, He may be permitted to do so by depositing with the Institute pay and allowance for the period of notice, as the case may be.

Provided that the appointing Authority may, for reasons, to be recorded in writing, waive either wholly or in part requirement as to payment of such compensation.

b)

- i. The Institute may at any time and without any reasons, terminate the service of any employee who has not completed his probation after giving one month's notice in writing or a month's pay and allowance in lieu thereof.
- ii. The Institute may at any time and without assigning any reasons terminate the service of any employee who has completed his probation and stands confirmed by giving him three months notice of pay and allowance in lieu thereof.

c) The competent authority for termination of the employees shall be as follows :

- | | | |
|--------------------|---|---------------------|
| (a) Class I & II | : | Board of Governor |
| (b) Class III & IV | : | Executive Committee |

In case of Class III & Class IV employees, the principal shall be the competent authority while executive committee for class II post and above, shall be the competent authority. However, the executive committee will exercise this power only after the Board of Governor has accorded its approval in his 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 rules concerning conduct and discipline of employee.

CHAPTER-III

7. 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 deduction, grant of a 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 allowance, festival advance, advance for purchase of conveyances, travel and admissibility of travel allowance, classification, control and appeal rules, conduct rules, contribution to contributory provident fund, general provident fund, joining time, leave entitlement and condition for grant of various kinds of leaves, medical rules, gratuity and terminal benefit etc, The State Government rules on the subject as applicable to comparable categories of State 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 State Government on the relevant subject from time to time except that where the Board of Governors, with the approval of the State Government adopts a specific provision / rules in-respect of any specific service matters, the employee of the Institute shall be subject to these provisions in respect of such specified matter.

- Note – i. The above list only illustrative and not exhaustive, all matters which may not have been spelt out above shall also be regulated in the same manner as the in the case of State 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

8. 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, rank and status of an employee, and on such rate of monthly license fee as it considers reasonable.
- ii. In deciding the suitability of such residential accommodation to an employee's pay, rank and status as well as in determining the license fee to be recover from the employee for such accommodation, the society will bear in mind in scales of accommodations and the rates of house rent in force under the State Government rules governing the allotment of residential accommodation to its employee, 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

9. Regulation not covered by these Rules will be Government by Government of Jharkhand's instruction in that behalf.

CHAPTER-VI

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

Sl. No.	Nature of power	Extent of Power	Authority competent to exercise it
01	<u>Matter regarding Medical Nomination</u> (i) For appointment (ii) For grant of leave (iii) For any other purpose	Full	Principal
02	<u>Probation period</u> (i) Initial probation (ii) Extension of probation (iii) Completion of probation	Full	Appointing authority
03	<u>Extention of Service</u> (i) Beyond superannuation and re-employment (ii) Contract employment	Full	Board of Governor subject to approval of the State Government
04	<u>Appointments</u>	Class I Class II Class III & IV	Chairman Chairman Principal
04	<u>Termination of Service</u>	Class I Class II Class III & IV	Board of Governor Board of Governor Executive Committee
06	<u>Reduction in Establishment</u>	Full	Board of Governor



	<u>Disciplinary Authority</u>	Full	Appointing Authority
07	<u>Pay Fixation</u>	Full	Principal
08	<u>Grant of Spl / Advance Increment</u>	Full	Board of Governor
10	<u>Allowance Admissibility of decision regarding</u>	-do-	Principal
11	<u>Adoption of rate of pay and allowance</u>	-do-	Board of Governor
12	<u>Grant of leave all kinds for all employees for Principal</u>	-do-	Principal, Chairman,
13	<u>Detailing for duty during vacation</u>	-do-	Principal
14	<u>Accommodation</u>	-do-	Principal
15	<u>T.A / D.A.</u>	All employees	Principal
17	<u>Travel by Air</u>	-do-	Executive Committee in the case of entitled officers and Board of Governors in case of non-entitled officer.
18	<u>Gratuity and other retirement benefits</u>	-do-	Appointment authority
19	<u>Relaxation / Interpretation of any rule</u>	-do-	Board of Governors subject to approval of the State Government

Note –

- i. In respect of any of the above matter concerning the Principal decision will be taken at the level of the Board of Governors with the approval of the State Government.
- ii. For affecting better day to day administration, the Principal may delegate his power to any authority subordinate to him.
- iii. Financial powers shall be exercised as per Bye-laws of the Society.

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APPENDIX - I

MEDICAL CERTIFICATE OF FITNESS FOR APPOINTMENT

I Dr. _____ hereby certify that I have examined
Shri / Smt. / Kr. _____ a candidate for employment in the
Institute of Hotel Management candidate for emplacement in the Institute of Hotel
Management Ranchi, Brambay and cannot discover that Shri / Smt. / Kr.

_____ has any disease
(communication or otherwise, constitutional weakness or bodily infirmity except
_____.

I do not consider this a disqualification for employment in the Institute of Hotel
Management, Ranchi, Brambay His / Her age according to His / Her own
statement is _____ years and by appearance
_____ years.

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

Date the _____

Name and designation of the Doctor.

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APPENDIX-II

(See Regulation-4)

Classification of Posts and Scales of pay

Group	Name of post	No. of post	Scale of pay
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(All the post to be appropriately classified in Class I,II,III and IV posts are listed in this Appendix)



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APPENDIX-III

(FROM OFFER OF APPOINTMENT).....**REGISTERED AD**

INSTITUTE OF HOTEL MANAGEMENT

No.....

Date.....

Dear Sir/Madam

With reference to your application datedthe interview for which you appeared onI have been authorized to offer you on behalf of the Institute of Hotel Management Society, a post ofat the Institute.

The terms and conditions of appointment will be as follows:

- ii. Pay Rs.....per month in the pay scale of.....
- iii. Allowance leave and other terms and conditions: These will be as laid down in the staff regulation of the Society. The allowances etc. are comparable in those attached to similar posts under the Central Government.
- iv. Nature of appointment: The appointment will be on probation for a period of 24 months in the manner laid down in the staff regulations after said.
- v. Notice of termination: During the period of probation, the appointment may be termination at any time by one month's notice given by the 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 allowance for the period of notice or the unexpired portion there of.
- vi. 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.

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- vii. Place of duty: Your place of duty will be at institute of Hotel Management or such other place as board of Governors of the institute may decide.
- viii. Documents to be produced: The following original certificate should be produced for inspection and return:-

- a) Degree, Diploma or Certificate of Educational and other Technical qualification.
- b) The Matriculation Certificate or other acceptable proof of your date of birth.
- c) A Charter 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 are found to have willfully suppressed any material information, you will be liable to removal from service and such other action as may deem necessary.

If any 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 truly,

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