# INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION, ROHTAK/PANIPAT/FARIDABAD/KURUKSHETRA/YAMUNANAGAR

## STAFF REGULATIONS:

In pursuance of the relevant provision of the Memorandum of Association and, Rules of the INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION ROHTAK /PANIPAT /FARIDABAD/KURUKSHETRA/YAMUNANAGAR 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 ROHTAK /PANIPAT /FARIDABAD /KURUKSHETRA/YAMUNANAGAR Society's (Staff) Regulations"
ii. They shall come into force at once and shall replace any other staff, rules/ regulations that may have been in force.
iii. They shall apply to all the employees of the Society. In respect of the persons employed by the Society on Agreement / contract, the rules shall be those as may be specifically provided in the Contract or Agreement as the case may be. In respect of the persons appointed on deputation from the Central or State Government, all matters relating to such employees shall be governed by the terms of deputation and if on any specific 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.
iv. These staff regulations are framed in accordance with memorandum of association and society bye laws. In case of any conflict/contradiction in these regulations and rules/orders/guidelines issued by the State Government in terms of pay scales and classification of posts, the decision of State Government will supersede these regulations.
v. These regulations shall be applicable to all State IHMs of Haryana.

### 2. DEFINITIONS:

In these regulations, unless the context otherwise requires:

- "Appendix" means an Appendix to these regulations;
- "Appointing Authority" means the authority prescribed in these regulations;
- "Board of Governors' means the Board of Governors of the Society;
- "Chairman" means the Chairman of the Board of Governors.i.e..A C S Tourism.Haryana.
- "Secretary" means the Secretary of the Society i.e. Principal;
- "Society" means the Institute of Hotel Management Catering Technology & Applied Nutrition, Rohtak/Panipat/Faridabad/Kurukshetra/Yamunanagar Society, as the case may be;
- "Employee'" means a person who in the whole time service of the Society but does not include a person employed by the Society on contract/daily wages/other than permanent employee for the matter;
- "Executive Committee" means the executive Committee of the Society.
- "Institute" means the Institute of Hotel Management, Catering Technology

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& Applied Nutrition, Rohtak/Panipat/Faridabad/Kurukshetra/Yamunanagar, as the case may be

- "Principal" means the Principal of Institute of Hotel Management, Catering Technology & Applied Nutrition, Rohtak/Panipat/Faridabad/Kurukshetra/Yamunanagar, as the case may be
- "State Government" means Government of Haryana

## 3. PAY SCALES AND CLASSIFICATION OF POSTS

The pay scales approved by Haryana Bureau of Public Enterprises (Department of Finance), Govt. of Haryana (Appendix I) shall be applicable as laid out in Memorandum of Association of the Society. The classification of the posts in the Society shall be as set out in Appendix II and shall be subject to such orders as may be issued by the Society from time to time in conformity with the Orders/ instructions issued by the State Government from time to time. Recruitment rules are appended in Annexure III.

Notwithstanding anything contained in these regulations, in case of any conflict/contradiction in these regulations and rules/orders/guidelines issued by the State Government in terms of pay scales and classification of posts, the decision of State Government will supersede these regulations.

## CHAPTER-II

## 4. STRENGTH OF STAFF

The Board of Governors shall from time to time determine with the approval of the State Government the strength of permanent staff, required for carrying out its functions subject to the norms, orders and guidelines prescribed by the State Government from time to time.

## 5. APPOINTMENTS

i) Appointments 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 or by a duly constituted Sub- Committee authorized by the Board to hold such selections provided that the appointment of the Principal shall be made in accordance with the provisions of Rules & Regulations of the Society.

ii) **Qualifications for appointments:**
Educational qualification, experience and age limit for Principal and Academic posts will be updated on recommendations of National Council for Hotel Management Catering Technology & Applied Nutrition, Noida by the Board of Governors. Pay scale, mode of recruitment, or any other criteria for Principal and Academic posts will be governed by the State Government.
Non-academic posts will be governed by rules of the State Govt.

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
Note: Appointment to a post in any grade by promotion shall be made whether in permanent or officiating capacity from amongst employees serving in posts in the next lower grade as per DPC Rules of the Society (Annexure IV).

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**iv) Selection Committee: There shall be following Selection Committees:**

**For the post of Principal:**

| | | |
|---|---|---|
| Chairman of BoG | : | Chairman |
| Director (Tourism) | : | Member |
| Two senior most Principals of State IHMs in Haryana | : | Member |
| Director NCHMCT or his Nominee | : | Member |
| Representative of SC/ST (To be nominated by the Chairman BoG) | : | Member |

**For other regular teaching posts and office staff posts of Group A & B:**

| | | |
|---|---|---|
| Chairman of BoG | : | Chairman |
| Director (Tourism) | : | Member |
| Director NCHMCT or his Nominee | : | Member |
| Representative of SC/ST (To be nominated by the Chairman BoG) | : | Member |
| Principal of Concerned IHM | : | Member Secretary |

**For Group C & D Posts:**

| | | |
|---|---|---|
| Director (Tourism) | : | Chairman |
| Director NCHMCT or his Nominee | : | Member |
| Representative of SC/ST (To be nominated by the Chairman BoG) | : | Member |
| Administrative Officer | : | Member |
| Principal of Concerned IHM | : | Member Secretary |

In case of absence of any member for any reason, Chairman BoG may nominate a suitable alternative officer.

**v) Adhoc appointments:**
Notwithstanding' anything contained in the above rules the Board of Governors/Executive Committee may by a general or special order and subject to such conditions as it may specify in such order delegates to any authority the power to make adhoc appointments.

**vi) Promotion:**
Promotion shall be governed by promotion rules in Appendix – IV.

**vii) Superannuation:**

a) All employees of the Institute shall retire as per rules of State Government provided that the Board of Governors may, if satisfied that the interest of the Society so requires and in consideration of the outstanding nature of work done by an employee, extend by an order in writing the period of service of any employee beyond the age of superannuation on the existing terms and conditions or on re- employment or on contract service for any period not exceeding two years in aggregate, subject to any instructions / orders issued by the State Government in such matters.

b) Notwithstanding anything contained in Staff Regulation 5.vii(a) an employee shall on invalidation by the appropriate medical authority, cease to be in service on account of

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complete and permanent incapacitation determined in accordance with the relevant rules applicable to comparable categories of State Government employees from time to time.

**viii) Probation:**

i) Every employee shall, on appointment to any post be on probation for a period of two year commencing from the date of regular appointment and one year in case of promotion.

ii) Nothing contained in this regulation shall apply to the persons employed on deputation from Central/State Government or an Institute.

**ix) Medical Fitness:**

Every person appointed for the first time to any post in the Institute shall, before joining duty on the post, be required to furnish a medical certificate of fitness from the CMO of district hospital, Haryana. Medical fitness certificate is not required in case appointment of any person who applied through proper channel from other government organization.

**x) Termination of services:**

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.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.

iv) The Institute may any time and 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.

v) The Institute may at any time and with recorded reasons terminate the services of any employee who has completed period of probation and stands confirmed by giving him three months' notice or pay and allowances thereof.

vi) In case of Group 'C' and Group 'D' employees,the Principal shall be the competent authority and the Board of Governors or a duly constituted Sub- Committee authorized by the Board will be competent authority for Group 'A' and Group ' B' employees.

vii) 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 employees .

**xi) Reservation Policy:**

Reservation policy as per Haryana State Government will be applicable for appointments / promotions.

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## CHAPTER - III

### 6. GENERAL CONDITIONS OF SERVICE

In all matters relating to service conditions such as fixation of pay; increments; counting of service for increments; compulsory deductions; optional deductions, grant of special pay; personal pay; honorarium and fee; Dearness Allowances; Additional dearness; Interim Relief; Leave Travel Concession; Compensatory Allowance; House Rent Allowance; Children Education Allowance; House Building Allowance; Festival Advance; advances for purchase of Conveyances; Travel and Admissibility of Travel Allowance; Classification control & Appeal rules; Conduct rules; Contributions to contributory Provident Fund; Joining Time; Leave Entitlements and conditions for grant of various kinds of leaves; Medical Rules; Gratuity and terminal Benefits 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/rule in respect of any specific service matters, the employees of the Institute shall be subject to those provisions in respect of such specified matters.

**Note:** i) The above list is only illustrative and not exhaustive. All matters which may not have been spelt out above shall also be regulated in the same manner as in the case of State Government employees of corresponding categories.

ii) Employees of the Institute shall be eligible to contribute to Contributory Provident Fund under the terms and conditions as laid down in Contributory Provident fund (India) Rules, 1962 as amended from time to time.

## CHAPTER-IV

### 7. RESIDENTIAL ACCOMODATION:

The allotment of houses will be done on the basis of length of job & pay scale, i.e. entitlement will be determined by pay scale and seniority will be determined by length of service in the entitlement criteria. Rest of the criteria for seniority shall be as per Haryana Government Rules. Institute may frame allotment criteria as per availability of the houses.

## CHAPTER-V

### 8. MEDICAL FACILITY FOR EMPLOYEES:

Matters related to medical facility to the employees of the Society will be governed by the instructions of State Government in this regard.

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## CHAPTER-VI

## 9. NATURE OF POWER & COMPETENT AUTHORITY

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

| S.No. | Nature of power | Extent of power | Authority competent to exercise it |
|---|---|---|---|
| 1 | Matter regarding Medical Examination:<br>i) For appointment<br>ii) For grant of leave<br>iii) For any other purpose | Full | Principal |
| 2 | Probation period:<br>i) Initial probation<br>ii) Extension of probation<br>iii) Completion of probation | Full | Board of Governors |
| 3 | Extension of services:<br>Beyond superannuation / and re-employment/contract employment | Full | Board of Governors |
| 4 | Appointments | Group A<br>Group B<br>Group C<br>Group D | Board of Governors<br>Board of Governors<br>Principal<br>Principal |
| 5 | Termination of service | Group A<br>Group B<br>Group C<br>Group D | Board of Governors<br>Board of Governors<br>Principal<br>Principal |
| 6 | Reduction in establishment | Full | Board of Governors |
| 7 | Disciplinary authority | Group A<br>Group B<br>Group C<br>Group D | Board of Governors<br>Board of Governors<br>Principal<br>Principal |
| 8 | Pay fixation | Full | Principal |
| 9 | E.B. crossing | All Employees | Principal |
| 10 | Grant of Spl / Advance increments | -do- | Chairman BoG/Board of Governors |
| 11 | Allowances – Admissibility of decision regarding | -do- | Principal |
| 12 | Adoption of rate of pay and allowances | -do- | Chairman BoG/Board of Governors |
| 13. | Grant of Leave – all kinds | -do- | Principal |
| 14. | Detailing for duty during vacation. | -do- | Principal |
| 15 | Accommodation | -do- | Principal |

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| | | | |
|---|---|---|---|
| 16 | T.A/D.A | All employees | Principal |
| 17 | Travel by Air | -do- | As per State Govt. Rules/Chairman BoG |
| 18 | Gratuity and other retirement benefits | -do- | Principal |
| 19. | Relaxation / Interpretation of any rule | -do- | Chairman BoG/Board of Governors |

**Note:**

(i) In respect of any of the above matters concerning the Principal the decision will be taken at the level of the Board of Governors.

(ii) For effecting better day to day administration, Principal may delegate his, powers to any authority subordinate to him. However, financial powers shall be exercised as per Bye-laws of the society.

## CHAPTER-VII

### 10. Job profile & Duties of staff

A – ACADEMIC

| Sr. no. | Designation | Reporting To | Duties |
|---|---|---|---|
| 1. | Principal | B.O.G & Administrative Dept. | Academic & Administrative control & Development |
| 2. | Head of Department | Principal | Academic administration, Training & Development of Academic staff |
| 3. | Sr. Lecturer cum Sr. Instructor | Principal / Head of Department | Teaching, Research & other Academic/Extra Curricular Activities |
| 4. | Lecturer cum Instructor | Principal / Head of Department | Teaching, Research & other Academic/Extra Curricular Activities |
| 5. | Assistant Lecturer cum Assistant Instructor | Principal / Head of Department | Teaching, Research & other Academic/Extra Curricular Activities |

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B - ADMINSTRATIVE

| Sr. no. | Designation | Reporting To | Duties |
|---|---|---|---|
| 1. | Principal | B.O.G & Administrative Dept. | Executive, Administrative & Financial control |
| 2. | Administrative Officer | Principal | Administrative & Financial Control |
| 3 | Superintendent | Principal | Administrative & Establishment matters |
| 4. | Accountant | Principal | Dealing with finance & account matters |
| 5 | Assistant | Principal | Secretarial work related to principal record keeping for record kept with the principal, examination & students matters |
| 6. | Librarian | Principal | Develop and operate library |
| 7. | Jr. Scale Stenographer | Principal | Allotted clerical work |
| 8. | Clerk /Clerk cum Typist | Principal | Specific work allocated (cash / store/ receipt & dispatch) |
| 9. | Driver/Driver cum Mechanic | Principal | Drive & Maintain Vehicle |
| 10. | Lab Attendant | Principal | UP-keep of Lab |
| 12. | Technician cum care taker / Technician | Principal | Repair up-keep & Maintenance of Equipment, building, furniture etc. |
| 12. | Peon | Principal | Support staff to Principal |

**Note:**

- Principal being the academic & administrative head of institute may designate any other work to any of the officer / staff.

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## APPENDIX – I

(See Regulation 3)

## PAY SCALES AS APPROVED BY STATE GOVERNMENT

| S.No. | Name of Post | Pay Band | Grade Pay | Corresponding Level in Pay Matrix as per Haryana Revised Pay Rules 2016 |
|---|---|---|---|---|
| 1 | Principal | 37400-67000 | 8700 | Level 14 |
| 2 | Head Of Department | 15600-39100 | 6600 | Level 11 |
| 3 | Senior Lecturer cum Senior Instructor | 9300-34800 | 5400 | Level 9 |
| 4 | Administrative Officer | 9300-34800 | 5400 | Level 9 |
| 5 | Lecturer cum Instructor | 9300-34800 | 4200 | Level 7 |
| 6 | Superintendent | 9300-34800 | 4200 | Level 7 |
| 7 | Assistant Lecturer cum Assistant Instructor | 9300-34800 | 3300 * revised to 3600 | Level 6 |
| 8 | Accountant | 9300-34800 | 3200* revised to 3600 | Level 6 |
| 9 | Assistant | 9300-34800 | 3200 * revised to 3600 | Level 6 |
| 10 | Librarian | 5200-20200 | 2400 | Level 4 |
| 11 | Jr. Scale Stenographer | 5200-20200 | 2400 | Level 4 |
| 12 | Driver/ Driver cum Mechanic | 5200-20200 | 2400 | Level 4 |
| 13 | Clerk/Clerk cum Typist | 5200-20200 | 1900 | Level 2 |
| 14 | Lab Attendants | 5200-20200 | 1900 | Level 2 |
| 15 | Technician/Technician cum Caretaker | 4440-7440 | 1400 | Level DL |
| 16 | Peon | 4440-7440 | 1300 | Level DL |

Note:

i) '* Pay grade of 3200 & 3300 were upgraded to 3600 w.e.f. 01/09/2014 as per order of Finance Department, Govt. of Haryana, File No:1/98/2013-2PR(FD) dated 28/08/2014.

ii) In case of any change in pay rules of above posts by the State Government, same may be implemented by Board of Governors in accordance of the guidelines/orders of the State Government with approval of the State Government, wherever applicable.

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## APPENDIX – II

(See Regulation 3)

## CLASSIFICATION OF POSTS AS APPROVED BY STATE GOVERNMENT:

| S.No. | Name of Post | Category/Group |
|---|---|---|
| 1 | Principal | A |
| 2 | HOD | A |
| 3 | Senior Lecturer cum Senior Instructor | B |
| 4 | Administrative Officer | B |
| 5 | Lecturer cum Instructor | B |
| 6 | Superintendent | B |
| 7 | Assistant Lecturer cum Assistant Instructor | C |
| 8 | Accountant | C |
| 9 | Assistant | C |
| 10 | Librarian | C |
| 11 | Jr. Scale Stenographer | C |
| 12 | Driver/ Driver cum Mechanic | C |
| 13 | Clerk/Clerk cum Typist | C |
| 14 | Lab Attendants | C |
| 15 | Technician/Technician cum Caretaker | D |
| 16 | Peon | D |

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## APPENDIX – III
(See Regulation 3)

## RECRUITMENT RULES

| S.No. | Item | Provision |
|---|---|---|
| 1 | **Name of the Post** | **Principal** |
| 2 | Scale of Pay | **As approved by Haryana Bureau of Public Enterprises, Haryana/ State Government.** |
| 3 | No. of Posts | |
| 4 | Mode of recruitment | |
| 5 | Age limit for direct recruits | **As per recommendations of National Council for Hotel Management & Catering Technology, Noida** |
| 6 | Qualification & Experience | |

| S.No. | Item | Provision |
|---|---|---|
| 1 | **Name of the Post** | **Head of Department** |
| 2 | Scale of Pay | **As approved by Haryana Bureau of Public Enterprises, Haryana/ State Government.** |
| 3 | No. of Posts | |
| 4 | Mode of recruitment | |
| 5 | Age limit for direct recruits | **As per recommendations of National Council for Hotel Management & Catering Technology, Noida** |
| 6 | Education and other qualifications for direct recruits | |
| 7 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | |
| 8 | Eligibility for promotion | |

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| S.No. | Item | Provision |
|---|---|---|
| 1 | **Name of the Post** | **Senior Lecturer□cum□Senior Instructor** |
| 2 | Scale of Pay | **As approved by Haryana Bureau of Public Enterprises, Haryana/ State Government.** |
| 3 | No. of Posts | |
| 4 | Mode of recruitment | |
| 5 | Age limit for direct recruits | **As per recommendations of National Council for Hotel Management & Catering Technology, Noida** |
| 6 | Education and other qualifications for direct recruits | |
| 7 | Eligibility for promotion | |

| S.No. | Item | Provision |
|---|---|---|
| 1 | **Name of the Post** | **Lecturer□cum□Instructor** |
| 2 | Scale of Pay | **As approved by Haryana Bureau of Public Enterprises, Haryana/ State Government.** |
| 3 | No. of Posts | |
| 4 | Mode of recruitment | |
| 5 | Age limit for direct recruits | **As per recommendations of National Council for Hotel Management & Catering Technology, Noida** |
| 6 | Education and other qualifications for direct recruits | |
| 7 | Eligibility for promotion | |

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| S.No. | Item | Provision |
|---|---|---|
| 1 | **Name of the Post** | **Assistant Lecturer□cum□Assistant Instructor** |
| 2 | Scale of Pay | **As approved by Haryana Bureau of Public Enterprises, Haryana/ State Government.** |
| 3 | No. of Posts | |
| 4 | Mode of recruitment | |
| 5 | Age limit for direct recruits | **As per recommendations of National Council for Hotel Management & Catering Technology, Noida** |
| 6 | Education and other qualifications for direct recruits | |

| S.No. | Item | Provision |
|---|---|---|
| 1 | **Name of the Post** | **Administrative Officer/ Superintendent/Office Superintendent/ Accountant/ Assistant/ Librarian/Jr. Scale Stenographer/ Clerk/ Clerk-cum-Typist/ Driver/Driver-cum-Mechanic/ Lab Attendant/ Technician/Technician-cum-Caretaker/ Peon or any other ministerial post sanctioned.** |
| 2 | Scale of Pay | **As approved by Haryana Bureau of Public Enterprises, Haryana / State Government** |
| 3 | No. of Posts | |
| 4 | Mode of Recruitment | |
| 5 | Age Limit for direct recruits | |
| 6 | Education and other qualifications for direct recruits | |

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## APPENDIX – III

(See Regulation 5(vi))

**DEPARTMENTAL PROMOTION COMMITTEE GUIDELINES ATTACHED**

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approved on 25.4.18

Date..13/5/2017

**Subject: Promotion Criteria for teaching and non-teaching staff in all Haryana State Institute of Hotel Management Catering Technology & Applied Nutrition**

It is submitted that committee of following members was constituted by Board of Governors of Institute of Hotel Management Catering Technology & Applied Nutrition, Rohtak during 7th BoGs meeting on 22/02/2017 to frame DPC guidelines for teaching and non-teaching staff in all Haryana State IHMs:

1. Principal, IHM Rohtak : Chairman
2. Principal, IHM Kurukshetra : Member
3. Principal, IHM Faridabad : Member
4. Principal, IHM Panipat : Member
5. Principal, IHM Yamunanagar : Member

The committee submits following guidelines:

1. **SHORT TITLE AND COMMENCEMENT:**
   1.1 These Rules shall be called Institute of Hotel Management Catering Technology & Applied Nutrition Promotion Rules, .....~~2017~~ 2018
   1.2 These rules shall come into force with effect from .....

2. **INTERPRETATION:**
   In these Rules the various terms and expressions shall have the same meaning as assigned to them in the Memorandum of Association, Rules and Regulations and Bye-Laws of the Institute and other Rules applicable to employees of the Institute from time to time.

3. **SCOPE:**
   These Rules shall apply for promotions to the whole time regular teaching and non-teaching staff members. These rules shall be applicable in all state IHMs in Haryana.



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4.

A. DEPARTMENTAL PROMOTION COMMITTEE (DPC) for making promotions will consist of :

The Departmental Promotion Committee for promotions in Institute of Hotel Management Catering Technology & Applied Nutrition ..... shall comprise of following members:

1. Principal, Institute of Hotel Management Catering Technology & Applied Nutrition( concerned IHM ) : Chairman
2. NCHMCT, Noida nominee : Member
3. BoGs Chairman's nominee : Member

4,5,6,7 : Principals of other four IHMs in Haryana State: Members

8. Officer of the reserved category, to be nominated by the Chairman (BoG).

Any four members (including DPC Chairman) shall form the quorum. The presence of Principal of concerned IHM as Chairman shall be mandatory.

On considerations of equity and fairness and in order to ensure elimination of every element of bias, such members (including Chairman) of the Departmental Promotion Committee whose relatives are being considered by the DPC shall not take part in the deliberations of the Committee. Chairman of the society reserves the right to nominate officiating members of the DPC in such condition.

In case where the Chairman of the DPC has to excuse himself, senior most Principal of other IHM in DPC will chair the proceedings.

5. GENERAL PRINCIPLES GOVERNING PROMOTION

5.1 No employee shall be considered eligible for promotion to a higher post unless he satisfies the requirements prescribed for promotion as specified for the respective post in the Schedule.

5.2 For the purpose of promotion, a post shall be either a selection post or a non-selection post as given in Recruitment & Promotion Rules. Copy of the recruitment & promotion rules is placed at Annexure 'A'.



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5.3 **Selection Posts:**

It was notified in letter no: 6468-GS-60/20806 dated 17th June, 1960 that **"in case merits and suitability of eligible candidates are equal, a person who is senior has to be regarded more suitable for the promotion"**

Copy of the letter is placed at Annexure 'B'.

As per order no: 931-4GS-72/19308 dated 13th April, 1972 from the Chief Secretary Haryana, **"it is emphasized that since promotion to selection posts implies a conscious act of selection, greater emphasis should be laid on merit while making promotions against these posts. An official/officer known to be dishonest will not be promoted. Regarding the rest, each official/officer would have to be judged on the basis of ability, industry personality, bearing experience and aptitudes."**

Copy of the letter is placed at Annexure 'C'.

As per order no. 2/10/85-5-GS-I dated 9th May, 1985, **"officials/officers who have obtained at 70% or more reports of "Good" or "Better" categories should be considered for promotion to a higher post."**

Copy of the order is placed at Annexure 'D'.

Observing above guidelines, the Departmental Promotion Committee shall judge the ability of eligible employees for promotion. DPC may conduct interview/test. The DPC shall rate the eligible candidates on following parameters and prepare selection list based on the marks scored by eligible candidates in descending order. Candidates scoring maximum marks will be promoted till promotion posts for which DPC meeting was scheduled are exhausted:



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A) Marking Scheme for Promotions to Selection Teaching Posts =>Max. Marks: 60

| Experience in feeder grade (Max Marks 10): | Academic Research and Related Activities (Max Marks 10): | Skill Test (Max Marks 8): | A.C.R Weightage during Assessment Period (Max Marks 20): | Interview (Max Marks 12): |
|---|---|---|---|---|
| Essential Eligibility Criteria: 0 Marks<br><br>Experience beyond essential requirement: 1 Mark per year | Book Publication with ISBN: 4 Marks each<br><br>Articles/Study Material for Universities/NCHMCT/Govt. Body: 2 Marks each for chapter published in title having ISSN/ISBN.<br><br>Note: Marks for Academic Research and Related Activities will be awarded only for above specified activities carried out during service in feeder grade. | Class Management: 2 marks<br><br>Student Handling: 2 marks<br><br>Quality of Contents: 2 Marks<br><br>Delivery Skills: 2 Marks | Average: 0 Marks<br><br>Good: 2 Marks<br><br>Very Good: 3 Marks<br><br>Excellent/Outstanding: 4 Marks<br><br>Note: Last ACRs of minimum experience required in feeder grade would be considered. For example: If an employee having 10 years' experience in feeder grade appears before DPC for promotion to a post that requires minimum experience of 5 years in feeder grade, his/her ACRs of last 5 years' service in feeder grade would be considered for weightage. | |



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## B) Marking Scheme for Promotions to Selection Non-Teaching Posts => Max. Marks: 60

| Experience in feeder grade (Max Marks 10): | A.C.R Weightage during Assessment Period (Max Marks 40): | Interview (Max Marks 10): |
|---|---|---|
| Essential Eligibility Criteria: 0 Marks<br><br>Experience beyond essential requirement:<br>1 Mark per year | Average: 0 Marks<br><br>Good: 2 Marks<br><br>Very Good: 3 Marks<br><br>Excellent/Outstanding: 5 Marks<br><br>**Note: Last ACRs of minimum experience required in feeder grade would be considered. For example: If an employee having 10 years' experience in feeder grade appears before DPC for promotion to a post that requires minimum experience of 8 years in feeder grade, his/her ACRs of last 8 years' service in feeder grade would be considered for weightage.** | |



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In case where equal marks are scored by number of employees more than the promotional posts available, the senior employee would be preferred for promotion over junior employee.

**Non-Selection Posts:** Eligible officials/officers who fulfills eligibility criteria for promotion to higher posts with 70% or more confidential reports of "Good" or "Better" categories should be considered for promotion to a higher post. Selection list shall be prepared as per inter se seniority of eligible candidates in the feeder grades subject to rejection of unfit candidates.

5.4 The Departmental Promotion Committee shall make its own assessment of employees eligible for promotion without being merely guided by the grading, if any, recorded in the confidentiality report, and take into account, in addition, award of penalty or administering of displeasure of superior authority as reflected in the CRs, and in other official communication/ remarks/ report of the concerned authority presented before the DPC.

Submitted for kind consideration and approval of hon'ble Addl. Chief Secretary Tourism/Chairman (BoGs).

Mohd. Shahid Hasnain
Principal, IHM Rohtak
Chairman

Mr. Satvir Singh
Principal, IHM Faridabad
Member

Mr. Pawan Gupta
Principal,IHM Yamunanagar
Member

Ms. Bhanu Vig
Principal, IHM Kurukshetra
Member

Mr. Atul Shukla
Principal, IHM Panipat
Member

Hon'ble ACST/Chaiman(BoGs) 7/7/17



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TOURISM DEPARTMENT HARYANA

ORDER

In partial modification of the rules and regulations of all State IHMs of Kurukshetra, Panipat, Rohtak, Faridabad and Yamunanagar issued vide Ref. No.IHM-RTK/2019/Admn./846-850, dated 11.09.2019, the following powers shall now be exercised by the Administrative Secretary, Tourism-cum-Chairman, BoGs, IHMs as under :-

| Sr.No. | Nature of Power | Extent of Power | Authority Competent to exercise it |
|---|---|---|---|
| 2. | Probation Period<br>i)Initial Appointment<br>ii)Extension of Probation<br>iii) Completion of Probation | Full | Administrative Secretary, Govt. of Haryana, Tourism Department-cum-Chairman, Board of Governors. |
| 4. | Appointments | Group A<br>Group B | Administrative Secretary, Govt. of Haryana, Tourism Department-cum-Chairman, Board of Governors. |
| 5. | Termination of Services | Group A<br>Group B | Administrative Secretary, Govt. of Haryana, Tourism Department-cum-Chairman, Board of Governors. |
| 7. | Disciplinary Authority | Group A<br>Group B | Administrative Secretary, Govt. of Haryana, Tourism Department-cum-Chairman, Board of Governors. |

This issue with the approval of the Joint meeting of BoGs of all IHMs i.e. Kurukshetra, Panipat, Rohtak, Faridabad and Yamunanagar dated 20.10.2022.

M.D. SINHA, IFS
Principal Secretary to Govt. of
Haryana, Tourism Department,
-cum-Chairman, BoGs, IHMCT&AN, Haryana.

Chandigarh, Dated
the 27.10.2022

Endst. No. TM/2022/AP-3/2921-23 Dated:- 04.11.2022

A copy is forwarded to the following for information and necessary action:-

1. The Principal, Institute of Hotel Management Catering Technology & Applied Nutrition, Faridabad, Panipat, Kurukshetra, Rohtak and Yamunanagar.
2. The PS to PST for the information of W/PST-cum-Chairman, BoG, IHMs.
3. The PS to DGT for the information of W/DGT.

Deputy Director
for Principal Secretary to Govt. of Haryana,
Tourism Department-cum-Chairman,
BoGs, IHMCT&AN, Haryana.