

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND
APPLIED NUTRITION (MEGHALAYA) SOCIETY.

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, Meghalaya 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 Meghalaya Society's (Staff) Regulations Shillong..
- (ii) They shall come into force at once and shall replaced any other staff rules/regulations that have may be 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. **DEFENITIONS**

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 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 Meghalaya 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, Shillong.

- (j) "Principal" means the Principal of the Institute of Hotel Management, Catering Technology & Applied Nutrition Shillong.
- (k) "Central Government" means Ministry or Department in the Central Government dealing with the subject.

3. CLASSIFICATION OF POSTS :

The Classification of the posts in the Society and the scales of pay attached thereto 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 Central Government from time to time.

CHAPTER II

4. 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.

5. APPOINTMENTS

- i) Appointments (form 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 selections 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 posts in various cadres 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 Departments 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 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 appointments.

v) Superannuation :

- (a) All employees of the Institute except Grade-'D' employees shall retire on attaining the age of 58 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 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 on contract service for any period not exceeding two years, in aggregate, subject to any instructions/orders issued by the Central Government in such matters. Grade 'D' employees 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 the relevant rules applicable 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 one year commencing from the date of regular appointment;
- 2) Nothing in this regulation shall apply to the persons employed on deputation from Central/State governments 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 I 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 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 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.
 - ii) The Institute may at any time and without assigning any reason terminate the services of an employee who has completed period of probation and stands confirmed by giving him three months notice or pay and allowances thereof.
 - c) In case of Group 'D' or Group 'C' 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 pay in lieu of notice in accordance with the provisions of relevant rules concerning 'conduct and discipline' of employees.

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 Allowance; Additional Dearness; Interim Relief; Leave Travel Concession; compensatory Allowance; House Rent Allowance; Children Education Allowance; House Building Advance; festival Advance; Advances for purchases of Conveyances; Travel and Admissibility of Travel Allowance; Classification, Control and Appeal Rules; Conduct Rules; Contributions to Contributory 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 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 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 Central Government servants 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 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. The Society will not have any authority to hire accommodation and give it to staff members.
- (ii) In deciding the suitability of such residential accommodation to an employee's pay, rank and status as well as in 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

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

CHAPTER VI

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
1.	Matters regarding Medical Examination: i) For appointment ii) For grant of leave iii) For any other purpose	Full	Principal
2.	Probation Period: i) Initial Probation ii) Extension of probation iii) Completion of probation	Full	Appointing Authority
3.	Extension of Services: i) Beyond Superannuation/	Full	Board of Governors

	and re-employment/contract employment.		subject to approval of the Central Government
4.	Appointments	Group A Group B Group C and D	Board of Governors Board of Governors Principal
5.	Termination of Services	Group A Group B Group C and D	Board of Governors Board of Governors Principal
6.	Reduction in establishment	Full	Board of Governors
7.	Disciplinary Authority	Group C and D Group A and B	Principal Board of Governors/ Executive Committee
8.	Pay fixation	Full	Principal
9.	E.B. Crossing	All employees	Principal
10.	Grant of Special/Advance Increments.	-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.	TA/DA	-do-	Principal
17.	Travel by Air	-do-	Executive Committee in the case of entitled Officers and of Board of Governors with approval of the Central Govt. in the case of non -entitled Officer.
18.	Gratuity & other	-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 the 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 powers to any authority subordinate to him.

(iii) Financial powers shall be exercised as per Bye-Laws of the Society.

APPENDIX I

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 Management, Catering Technology & Applied Nutrition, Shillong and cannot discover that Shri /Smt. /Km. _____ has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except _____.

I do not consider this a disqualification for employment in the Institute of Hotel Management, Catering Technology & Applied Nutrition, Shillong. His/Her age according to his/her own statement is _____ years and by appearance _____ years.

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

Dated the _____

Name & Designation of
the Doctor.

APPENDIX II (See Regulation 3)

Classification of Posts and scales of pay

Group	Name of post	No. of Posts	Scale of Pay
-------	--------------	--------------	--------------

(All the posts to be appropriately classified in Group 'A', 'B', 'C' and 'D' posts and listed in this Appendix).

(Form offer of appointment)

INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED NUTRITION

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, Catering Technology & Applied Nutrition (_____) Society, a post of _____ at the Institute.

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

- i) Pay : Rs. _____ per month in the pay 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 to 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 by 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 month's notice given by either side without assigning any reasons. The Society, however, reserves 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 or 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 placed of duty will be at the Institute of Hotel Management, Catering Technology & Applied Nutrition or such other place as the Board of Governors of the Institute may decide.
- vii) Document to be produced: The following original certificates should be produced for inspection and return :
 - (a) Degrees, Diplomas or Certificates of Educational and other Technical qualifications.
 - (b) the Matriculation Certificate or other acceptable proof of your date
 - (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 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 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
Catering Technology & Applied
Nutrition () Society.

APPENDIX : I

Medical Certificate of Fitness for appointment.

I, Dr. _____ hereby
certify that I have examined
Shri/Smt./Km. _____ candidate for
employment in the Institute of Hotel Management, Catering Technology & Applied
Nutrition, _____ has any disease (communicable or otherwise),
constitutional weakness or bodily infirmity except _____.

I do not consider this a disqualification for employment in the
Institute of Hotel Management, Catering Technology & Applied
Nutrition _____. His/Her according to his/her own statement is
_____ years and by appearance _____ years.

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

Dated the _____

Name & Designation
of the Doctor.