



NATIONAL COUNCIL FOR HOTEL MANAGEMENT & CATERING TECHNOLOGY

**PROACTIVE DISCLOSURE OF
INFORMATION UNDER RTI
ACT. 2005**

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section	Head	Description
Section 4(1)(b) (i)	Particulars of organization, functions and duties	<p>Particulars of Organisations, Functions and Duties</p> <p>The Organisation</p> <p>National Council for Hotel Management and Catering Technology is a registered Society responsible for education and training in Hotel Management and Catering Technology under Ministry of Tourism, Government of India. The Council regulates academics in the field of hospitality Education and Training that is imparted at 21 Central Govt. sponsored Institutes of Hotel Management, 35 State Govt. sponsored IHMs, 1 PSU IHM, 25 private Institutes and 13 Food Craft Institutes that function in different parts of the country.</p> <p>The Council performs a key role in creating a modern and model training system to meet the varied and changing manpower need for different segments of the hotel and catering industry. Activities of the National Council include formulation of different courses of study in the field of Food Management, Hotel Management and allied skills and crafts. The Council affiliates Institutes conducting courses prescribed by it; prescribe norms and standards for physical infrastructure and equipment required by such institutes. It prescribes educational and other standards for faculty positions in Institutes and prescribes basic standards required for admission of students to various courses. The Council promotes general advancement of hospitality management education and it advises the Government on the coordinated growth and development of hotel management and catering technology education and training etc.</p>

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

ORGANISATION STRUCTURE – NCHMCT, Noida

<p>Office of Chief Executive Officer Chief Executive Officer (one post) – Pay Level -13(A) Sr. Personal Assistant (one post) – Pay Level – 7 Driver (one post – Pay Level – 2 (Total – 3 posts))</p>				
<p>Administrative Division</p> <p>1. Director (Admin & Finance) (one post) – Pay Level-13 2. PA to Director (A&F)-(Stenographer Gr. C) (1 post) – Pay Level-6 3. Assistant (post) – Pay Level-6 4. Deputy Director (1 post) Pay Level-11 5. Stenographer Gr. D (1 post) – Pay Level-4 (Total – 5 posts)</p>		<p>Studies & Examination Division</p> <p>1. Director (Studies)/Controller of Examination (one post) – Pay Level-13 2. Stenographer Gr. D (one post) – Pay Level-4</p> <p style="text-align: center;">(Total - 2 posts)</p>		<p>Academic & Research Division</p> <p>1. Director (Academics & Research) (one post) – Pay Level-13 2. Stenographer Gr. D (one post) – Pay Level-4</p> <p style="text-align: center;">(Total – 2 posts)</p>
<p>Society, BoG, Reg. & Monitoring, General Admin., Estb.& Hindi</p> <p>1. Office Superintendent (one post) Pay Level-7 2. LDC (two posts) – Pay Level-2 3. Driver (one post) – Pay Level-2) 4. Peon/ Pantry Attendant/ Safaiwala/Chowkidar (MTS) (5 posts) (Pay Level-1) (Total-9 posts)</p>	<p>Finance & Accounts</p> <p>1. Executive Officer (one post) – Pay Level-10 2. Accountant (Two posts) – Pay Level-7</p> <p style="text-align: center;">(Total – 3 posts)</p>	<p>Studies & Examination</p> <p>1. Executive Officer (Studies) (one post) – Pay Level-10 2. Assistant Director (Studies) (one Post) – Pay Level-7 3. UDC (one post) – Pay Level-4 4. LDC (one post) – Pay Level-2 (Total – 4 posts)</p>	<p>Student Registration</p> <p>1. Assistant Director (Technical) (one post) – Pay Level-7 2. Assistant (one post) – Pay Level-6 3. LDC (one post) – Pay Level-2 (Total – 3 posts)</p>	<p>Teaching, Placement & IC, Res., Trng. & Pub.</p> <p>1. Lecturer (two posts) – Pay Level-7 2. Assistant (one post) – Pay Level-6 3. Librarian & Information Assistant (one post) – Pay Level-6</p> <p style="text-align: center;">(Total – 4 posts)</p>

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Role and Functions of the NCHMCT:

Aims and objectives of National Council for Hotel Management & Catering Technology and its role as the apex formation in the country to ensure coordinated growth and development of hospitality education through its affiliated institutes are elaborated in its Memorandum of Association which among other things, mandates the Council to effectively discharge functions such as:

- a. Formulate, guide and coordinate various types of studies, knowledge and research inclusive of Graduate and Post Graduate studies in the field of Food Management, Hotel Management, Catering Technology and Applied Nutrition and allied skills and crafts;
- b. Affiliate Institutions concerned with the subject and prescribe course of study and instructions leading to examinations conducted by it;
- c. Prescribe standards for buildings and equipment for affiliated institutes;
- d. Prescribe educational qualifications and other standards for faculty and members of staff of affiliated institutes and, where necessary depute them for further training, both within and outside the country.
- e. Prescribe educational and other qualifications for admission of students to various courses and prescribe manner of admission of students of different courses at the affiliated institutes;

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

- | | | |
|--|--|--|
| | | <ul style="list-style-type: none">f. Admit candidates to examinations conducted by it;g. Conduct annual examinations for promotion from lower to higher classes and terminal examinations for award of Certificates, Diplomas and Degrees as prescribed for different courses;h. Publish results of examinations conducted by it;i. Grant Certificates, Diplomas and Degrees to students who have completed and passed the prescribed course of study and examination conducted by it;j. Co-operate with other authorities and bodies in such manner and for such purposes as may be necessary for giving effect to the objects of the Society;k. Promote general advancement of hospitality education, technical or otherwise, amongst members of and those connected with educational and professional interests of the hotel and catering industry;l. Form Rules and Bye-laws to devise and impose means for testing qualifications of persons already working in the industry with a view to grant recognition to their professional attainments and deal with all matters incidental thereto;m. Advise the Government on coordinated development of Hotel Management and Catering Technology education and training and on such other matters as the Govt. |
|--|--|--|

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

		<p>may require;</p> <ul style="list-style-type: none">n. Do all other such lawful acts and things as may be necessary or incidental or conducive to the attainment of all or any of the objects of the Society;o. Acquire, hold and dispose of property in any manner whatsoever, subject to prior approval of the Central Government being obtained in the case of acquisition or disposal of immovable property;p. Deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its functions;q. Borrow and raise money with or without security or the security of any mortgage, hypothecation or pledge of the overall or any part of the immovable properties belonging to the Society or in any other manner whatsoever;r. Print, publish and exhibit magazines, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objects of the Society;s. Receive grants-in-aid, donations, etc. from the Govt. and, if considered necessary, from other persons and utilize the grants etc. so received solely for furtherance of the objects of the Society and in accordance with any conditions therefore imposed by the Government;
--	--	--

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

		<ul style="list-style-type: none">t. Create and maintain a fund to which shall be credited;<ul style="list-style-type: none">i) All moneys provided to the Society by Government of India and other Governments/Institutions;ii) All fees and other charges received by the Society;iii) All moneys received by the Society by way of grants, gifts, donations bequests or transfers, andiv) All moneys received by the Society in any other manner or from any other source.v) Deposit all moneys into the fund created and maintain them in banks or invest them in such manner as the Society may decide;u. Draw, make, accept endorse and discount cheques, notes or other negotiable instruments , and for these purposes sign execute and deliver such assurances/deeds as may be necessary;v. 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 rents, taxes, outgoings of salaries of the employees;w. Carry out such other duties as may be imposed upon it by the Central Government from time to time.
--	--	---

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b) (ii)	Powers and duties of officers and employees	<p>Powers and Duties</p> <p>The powers and duties of the officers of the NCHMCT are governed in terms of instructions contained in the Memorandum of Association and Bye-laws and Staff Regulations of NCHMCT. Directors in the Council are authorized to sign sanction orders and convey the decisions of the NCHMCT.</p> <p>The Director (A&F) is mainly entrusted with general administration and finance matters of the Council including conducting of JEE, RTI matters, custodian of records, the common seal and funds of the Institute and such other property of the Council, conduct of BoG Meeting and NHTET exam twice in a year, campus maintenance, annual audit and annual report, screening of application for the post of Principals of CIHMs, award of scholarships and prizes, coordination with JNU, the academic partners.</p> <p>The Director (Studies) is mainly responsible for development of various course curriculums, conduct of examinations, declaration of results, issue of certificates, update of syllabus, accreditation of the Institute, evaluation and advice on DPRs of new projects sanctioned under CFA of Ministry of Tourism, regular site visit to assess the suitability of the project and attend the building committee meeting, prescribing the space, equipment and faculty norms of the affiliated institutes, running of academic programs, supply of mid-term and end term question papers, organising examination committee meeting, maintenance of computerised data of registration, result, upgradation of examination software & other IT solutions, coordinating skill programs of MoT, publicity & social media.</p>
-----------------------------	--	---

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

		<p>The Director (Academics) is mainly responsible for academic audit & CLF audit in the affiliated Institutes, regulate the institute and their performance review, ranking of the institute, coordination with Institutes for THIMS portal, running of academic programs and other skill programs from the NCHMCT campus and function as Principal, research study and running of Ph.D. program, publication of newsletter and undertaking market surveys, conduct of seminars and workshops, publication of books and standard teaching materials, regular faculty development programs (CLF training), running of centralised placement cell, running one incubation centre with entrepreneurship training and other help for start-ups, academic tie-up/training with other institutes including foreign, coordination with industry and professionals bodies, consultancy for earning revenue, running of library and documentation centre, running of guest house and hostels in the campus.</p>
--	--	--

PROACTIVE DISCLOSURE OF INFORMARTION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

<p>Section 4(1)(b)(iii)</p>	<p>Procedure followed in the decision making process, including channels of supervision and accountability</p>	<p>Procedure followed in Decision Making Process</p> <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 Director (Admin & Finance), Director (Studies) and Director (Academics) for respective divisions in the NCHMCT and final approvals are given by CEO of the Council.</p>																		
<p>Section 4(1)(b)(iv)</p>	<p>Norms set by for the discharge of functions</p>	<p>Timeline in decision making are as under:</p> <table border="1" data-bbox="607 853 1879 1161"> <tr> <td>1.</td> <td>Issue of Transcription</td> <td>15 days</td> </tr> <tr> <td>2.</td> <td>Disposal of RTI Application</td> <td>30 days</td> </tr> <tr> <td>3.</td> <td>Disposal of Public Grievance</td> <td>30 days</td> </tr> <tr> <td>5.</td> <td>Student grievance</td> <td>7 days</td> </tr> <tr> <td>6.</td> <td>Response to ragging complaints</td> <td>Within 2 days</td> </tr> <tr> <td>7.</td> <td>Result of Term-end-examination</td> <td>45 days</td> </tr> </table>	1.	Issue of Transcription	15 days	2.	Disposal of RTI Application	30 days	3.	Disposal of Public Grievance	30 days	5.	Student grievance	7 days	6.	Response to ragging complaints	Within 2 days	7.	Result of Term-end-examination	45 days
1.	Issue of Transcription	15 days																		
2.	Disposal of RTI Application	30 days																		
3.	Disposal of Public Grievance	30 days																		
5.	Student grievance	7 days																		
6.	Response to ragging complaints	Within 2 days																		
7.	Result of Term-end-examination	45 days																		

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(v)	Rules, regulations, instructions, manuals and records, held by or under the control or used by employees for discharging functions.	Rules, Regulations, instructions, Manual and Records, for discharging functions Rules & Regulations and Bye-laws of NCHMCT is placed in the website of NCHMCT for reference.
---------------------------	--	--

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

<p>Section 4(1)(b)(vi)</p>	<p>Statement of the categories of documents that are held by or under control</p>	<p>Statement of the Categories of Documents Held by the NCHMCT under its Control</p> <p>A statement of the categories of documents that are held by it or under its control</p> <p>The office holds files and documents related to its functioning along with references and correspondence. The following documents are available with the NCHMCT's Studies Division:</p> <p>By Studies Division:</p> <ol style="list-style-type: none">1) Results of all examinations conducted by NCHMCT2) Syllabus / Course content for all the Courses offered by NCHMCT3) Accreditation of the Institute4) Space, equipment and faculty norms of the affiliated institutes5) Exam related material6) Maintenance of computerised data of registration and result
-----------------------------------	--	---

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

By Administration & Finance Division:

- 1) Annual Report and Audited Statement of Accounts
- 2) Service record of all of its employees.
- 3) Records of disposal of RTI applications and appeals
- 4) Records of disposal of Public grievance
- 5) Rules & Regulations of Society
- 6) Memorandum of Association
- 7) Staff Regulations & Bye Laws

By Academics Division:

- 1) Academic audit reports
- 2) CLF audit in the affiliated institutes
- 3) Records of Affiliation of the Institutes
- 4) Performance review and ranking of the institute
- 5) Research study
- 6) publication of news letter
- 7) publication of books and standard teaching materials
- 8) Library and documentation centre

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

<p>Section 4(1)(b)(vii)</p>	<p>Representations received from Government</p>	<p>Proposals/representations received are taken into consideration at the time of formulation of policy or implementation thereof.</p>													
<p>Section 4(1)(b)(vii)</p>	<p>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the</p>	<p align="center">Statement of Boards, Council, Committees and Other Bodies Constituted as Part of the NCHMCT</p> <p>Society of NCHMCT:</p> <p>The following is the constitution of the Society of National Council for Hotel Management:</p> <table border="1" data-bbox="622 735 2096 1326"> <tr> <td data-bbox="622 735 719 804">1.</td> <td data-bbox="719 735 1742 804">Minister-in-charge of Administrative Department concerned</td> <td data-bbox="1742 735 2096 804">President</td> </tr> <tr> <td data-bbox="622 804 719 970">2.</td> <td data-bbox="719 804 1742 970">Deputy Minister in the Administrative Department or if there is no such Minister such other person as may be nominated by the President</td> <td data-bbox="1742 804 2096 970">Vice-President</td> </tr> <tr> <td data-bbox="622 970 719 1209">3.</td> <td data-bbox="719 970 1742 1209"> Representatives of the Government of India i) Secretary (Tourism) ii) Addl. Director General (Tourism) iii) Chairman-cum-Managing Director, ITDC iv) Director, IITTM </td> <td data-bbox="1742 970 2096 1209">Member</td> </tr> <tr> <td data-bbox="622 1209 719 1326">4.</td> <td data-bbox="719 1209 1742 1326">Ministers/Secretaries Incharge of the Education and the Labour Department in the Union Government</td> <td data-bbox="1742 1209 2096 1326">Member</td> </tr> </table>		1.	Minister-in-charge of Administrative Department concerned	President	2.	Deputy Minister in the Administrative Department or if there is no such Minister such other person as may be nominated by the President	Vice-President	3.	Representatives of the Government of India i) Secretary (Tourism) ii) Addl. Director General (Tourism) iii) Chairman-cum-Managing Director, ITDC iv) Director, IITTM	Member	4.	Ministers/Secretaries Incharge of the Education and the Labour Department in the Union Government	Member
1.	Minister-in-charge of Administrative Department concerned	President													
2.	Deputy Minister in the Administrative Department or if there is no such Minister such other person as may be nominated by the President	Vice-President													
3.	Representatives of the Government of India i) Secretary (Tourism) ii) Addl. Director General (Tourism) iii) Chairman-cum-Managing Director, ITDC iv) Director, IITTM	Member													
4.	Ministers/Secretaries Incharge of the Education and the Labour Department in the Union Government	Member													

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

<p>minutes of such meetings are accessible for public</p>	5.	Representatives of the Governments of respective States in which the affiliated Institutes are located (All Secretaries of Tourism in the States in which the IHMs are located)	Member
	6.	Chairman of the Board of Governors of Societies managing the affiliated Institutes	Member
	7.	Chairman of the Board of Governors of National Council for Hotel Management	Member
	8.	Member Finance/Financial Advisor in the Administrative Department concerned	Member
	9.	Principals of all the affiliated Institutes	Member
	10.	Two experts in Hotel and Food Management, Catering and Nutrition nominated by the Government	Vacant
	11.	Four persons from the Hotel and Catering industry (nominated by the Government)	Vacant
	12.	Chief Executive Officer of the NCHMCT.	Member
	13.	Director (A&F) of NCHMCT	Member Secretary

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Governing Board:

The Board of Governors, as constituted by Government, conducts business of the National Council under the Chairmanship of Secretary (Tourism), Government of India. Chief Executive Officer, who is also a Member on the Board of Governors, oversees day-to-day affairs of the Council. Composition of the Board of Governors as defined in Rule 28 of Memorandum of Association of NCHMCT (Society) is as under:

1.	A Chairman nominated by the Government	Secretary (Tourism)
2.	The representatives of the Government of India on the Society	<ul style="list-style-type: none"> i) Addl. Director General Ministry of Tourism ii) Director-Tech. Education, Ministry of HRD iii) Director General (Employment & Training), Ministry of Labour iv) CMD, ITDC v) Director, IITTM

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

		3.	Member Finance/Financial Advisor in the Administrative Department concerned	Addl. Secretary and Financial Advisor, MOT
		4.	Two of the nominees of the Government of State in which the affiliated institutions are located, to be specified by the Government	i) Principal Secretary (Tourism), Govt. of Bihar ii) Secretary (Tourism), Govt. of Kerala
		5.	Principals of 4 of the affiliated Institutes	i) Principal, IHM, Goa ii) Principal, IHM, Kolkata iii) Principal, IHM, Bengaluru iv) Principal, IHM, Chandigarh
		6.	One expert in Hotel and Food Management, Catering and Nutrition, to be specified by the Government	Vacant
		7.	Two members representing the hotel and catering industry to be specified by the Government	i) Dr. (Mrs) Jyotsna Suri, Chairperson & MD, Lalit Group of Hotels, New Delhi ii) Secretary General, FHRAI
		8.	Chief Executive Officer	Sr. Economic Advisor, MoT
		9.	Secretary of the Board	Director (A&F), NCHMCT

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

		<p>Tenure: Till further orders.</p> <p>Members indicated at Sl. No. 4, 5, 6 & 7 are appointed by Ministry of Tourism Government of India vide Letter No. 30(3)/2003-HRD, dated 17.08.2009 till further orders. Members indicated at Sl. No. 3, 8 & 9 are permanent members.</p>
--	--	---

PROACTIVE DISCLOSURE OF INFORMARTION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(ix)	Directory of officers and employees	S.N.	Name	Designation	Contact No.	Email Id
		1	Sh. Gyan Bhushan	Chief Executive Officer	011-23724164	bhushan.gyan@gov.in
		2	Dr. Sagnik Chowdhury	Director (A&F)	0120-2590602	sagnik.chowdhury@gov.in
		3	Dr. Satvir Singh	Director (Studies)	0120-2950604	dirs-nchm@nic.in
		4	Dr. Priyadarshan Singh Lakhawat	Director (Academics)	0120-2590620	p.lakhawat@gov.in
		5	Smt. Krishna Gouniyal	Executive Officer (A&F)	0120-2590610	eoaf-nchm@nic.in
		6	-vacant-	Executive Officer (Studies)	-	-
		7	Sh. Aswani Kumar	Assistant Director (Studies)	0120-2590607	adirs.nchm@gmail.com kumar.aswani45@gov.in
		8	Sh. Akhilesh kumar Tiwari	Assistant Director (Technical)	0120-2590613	adt-nchm@nic.in
		9	Sh. B. Venu Gopal	Office superintendent	0120-2950603	nchmctadm@gmail.com
		10	Dr. Abhinav Mishra	Lecturer	0120-2590622	abhinav.mishra83@gov.in
		11	Sh. Amol Kumar	Lecturer	0120-2590622	amol.kumar@gov.in
		12	Sh. Shubham Chaudhary	Accountant	0120-2590619	shubham.chaudhary@gov.in
		13	Sh. Tapes Kumar	Assistant	0120-2590621	kumar.tapes@gov.in
14	Smt. Dimple Balotia	Stenographer Grade C	0120-2590602	dimple.balotia@gov.in		

PROACTIVE DISCLOSURE OF INFORMARTION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

		15	Sh. Satish Kumar	Assistant	0120-2590608	jeenchm@gmail.com
		16	Ms. Divya Kushwaha	Librarian & Information Assistant	0120-2590630	kushwaha.divya@gov.in
		17	Ms. Priyanka Gour	Stenographer Grade D	0120-2590605	gour.priyanka@gov.in
		18	Ms. Vaishali Goel	Stenographer Grade D	0120-2590617	vaishali.goel@gov.in
		19	Ms. Prerna Pasricha	Stenographer Grade D	0120-2590620	prerna.pasricha@gov.in
		20	Sh. Leeladhar	LDC	0120-2590616	leeladhar.rikari@gov.in
		21	Smt. Rashmi Badoni	LDC	0120-2590612	badoni.rashmi@gov.in
		22	Sh. Sochita Nand Sonar	LDC	0120-2590628	sonar.sochitanand@gov.in
		23	Sh. Surya Prakash Mishra	LDC	0120-2590607	mishra.surya@gov.in

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(x) Monthly remuneration received by each officers and employees, including the system of compensation as provided in regulations	LIST OF EMPLOYEES AND THEIR REMUNERATION:			
	S.N.	Name	Designation	Pay Level (as per 7 CPC)
	1	Sh. Gyan Bhushan	Chief Executive Officer	Pay Level-13A (131100-216600)
	2	Dr. Sagnik Chowdhury	Director (Admn. & Finance)/ Secretary	Pay Level-13 (123100-215900)
	3	Dr. Satvir Singh	Director (Studies)	Pay Level-13 (123100-215900)
	4	Dr. Priyadarshan Singh Lakhawat	Director (Academics)	Pay Level-13 (123100-215900)
	5	Vacant	Deputy Director	Pay Level-11 (67700-208700)
	6	Smt. Krishna Gouniyal	Executive Officer (A&F)	Pay Level-10 (56100-177500)
	7	vacant	Executive Officer (Studies)	Pay Level-10 (56100-177500)
	8	Sh. Aswani Kumar	Assistant Director (Studies)	Pay Level-7 (44900-142400)
	9	Sh. Akhilesh kumar Tiwari	Assistant Director(Technical)	Pay Level-7 (44900-142400)
	10	Sh. B. Venu Gopal	Office superintendent	Pay Level-7 (44900-142400)
	11	Dr. Abhinav Mishra	Lecturer	Pay Level-7 (44900-142400)
12	Sh. Amol Kumar	Lecturer	Pay Level-7 (44900-142400)	

PROACTIVE DISCLOSURE OF INFORMARTION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

13	Sh. Shubham Chaudhary	Accountant	Pay Level-7 (44900-142400)
14	Sh. Tapeshe Kumar	Assistant	Pay Level-6 (35400-112400)
15	Smt. Dimple Balotia	Stenographer Grade C	Pay Level-6 (35400-112400)
16	Sh. Satish Kumar	Assistant	Pay Level-6 (35400-112400)
17	Ms. Divya Kushwaha	Librarian & InformationAssistant	Pay Level-6 (35400-112400)
18	-vacant-	UDC Cum Cashier	Pay Level-4 (25500-81100)
19	Ms. Priyanka Gour	Stenographer Grade D	Pay Level-4 (25500-81100)
20	Ms. Purna Pasricha	Stenographer Grade D	Pay Level-4 (25500-81100)
21	Ms. Vaishali Goel	Stenographer Grade D	Pay Level-4 (25500-81100)
22	Sh. Leeladhar	LDC	Pay Level-4 (25500-81100) (with MACP)
23	Smt. Rashmi Badoni	LDC	Pay Level-2 (19900-63200)
23	Sh. Sochita Nand Sonar	LDC	Pay Level-2 (19900-63200)
24	Sh. Surya Prakash Mishra	LDC	Pay Level-2 (19900-63200)

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(xi)

Budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Budget (particulars of all plans, proposed expenditures and reports on disbursement made)

**NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY
A - 34, Sector - 62, NOIDA - 201301**

DURING THE YEAR 2024-25 and 2025-26

S.N O.	Particulars	Actuals	Budget Estimates	Revised Estimate	Budget Estimates
		2023-24	2024-25	2024-25	2025-26
1	CAPITAL EXPENDITURE				
a	National Council H.Q. Building	1,15,45,896	10,00,000	20,00,000	50,00,000
b	Equipment & Furniture	43,67,044	41,50,000	24,50,000	37,00,000
	Total Capital Expenditure	1,59,12,940	51,50,000	44,50,000	87,00,000
2	CAPITAL RECEIPT	1,59,12,940	51,50,000	44,50,000	87,00,000
3	RECURRING EXPENDITURE				
	(Operating expenses/ salaries expenses/ Office expenses/ Examination etc.	13,20,41,185	15,38,62,000	15,39,12,000	16,61,62,000
	Total Recurring Expenditure	13,20,41,185	15,38,62,000	15,39,12,000	16,61,62,000
4	REVENUE RECEIPT	16,40,25,561	17,81,20,000	17,62,00,000	18,66,20,000
	Revenue Surplus/ Deficit	3,19,84,376	2,42,58,000	2,22,88,000	2,04,58,000
	Depreciation on Assets	1,65,07,361	1,75,00,000	1,80,00,000	1,75,00,000
	Net Revenue Surplus/ Deficit	1,54,77,015	67,58,000	42,88,000	29,58,000
5	Loans & Advance (Staff)	-	10,00,000	-	-

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(xi i)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Manner of Execution of Subsidy Programmes No subsidy programs were undertaken by NCHMCT so far.
Section 4(1)(b)(xi ii)	Particulars of recipients of concessions, permits or authorisations granted	Particulars of Recipients of Concessions, Permits or Authorisations Granted by the NCHMCT i) Affiliation of Private Institutes of Hotel Management: NCHMCT accorded provisional affiliation to 25 Private Institutes of Hotel Management for running the 3-Year Degree Program as well as other short duration courses. ii) NCHMCT granted permission to recognized schools under CBSE for offering the hospitality courses at 10+2 level.

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

		<p>iii) Under special MOU, NCHMCT conducts special examination (Diploma level) to the Sailors/Petty Officers of Indian Navy at INS Hamal, Mumbai.</p> <p>iv) Institutes and Hotels are permitted to run short-duration skill development training programs under Hunar-se-Rozgar scheme.</p>
<p>Section 4(1)(b)(xi v)</p>	<p>Details in respect of the information, available or held by, reduced in an electronic form</p>	<p>Information available in an electronic form on the website of NCHMCT</p> <p>Annual Report of the NCHMCT</p> <p>Norms & Standards for IHMs (Central Govt./State Govt./Private)</p> <p>Norms & Standards for FCIs</p> <p>List of affiliated Institutes along with full address, contact numbers and e-mail/website.</p> <hr style="border-top: 1px dashed #ccc;"/>

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Particulars of the Facilities available to Citizens for Obtaining Information Information pertaining to activities dealt by the NCHMCT is provided to the users who demand the information. Office Address: National Council for Hotel Management & Catering Technology (NCHMCT), A-34, Sector 62, NOIDA 201 309. The information is also uploaded on the website of the NCHMCT for general reference.
----------------------------	--	---

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(xvi)	Names, designations and other particulars of the Public Information Officers	Names, Designations and Other Particulars of the 1st Appellate Authority and the Public Information Officers		
		Name & Designation	Telephone (O)	Email id
		Shri Gyan Bhushan, IES Chief Executive Officer & First Appellate Authority	011-23724164	bhushan.gyan@gov.in
		Dr. Sagnik Chowdhury Director (Admn. & Fin.) & CPIO	0120-2590602	sagnik.chowdhury@gov.in
		Smt Krishna Gouniyal Executive Officer (A&F) & APIO	0120-2590610	eoaf-nchm@nic.in

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

Section 4(1)(b)(xvii)	Such other information as prescribed	<p>Norms for the Discharge of Functions</p> <p>Norms set by it for the discharge of its functions</p> <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 NCHMCT.</p> <p>Other Useful Information</p> <ul style="list-style-type: none">i) NCHMCT prescribes norms and standards for affiliation of Central Government / State Government / Private Institutes of Hotel Management for offering hospitality courses offered by NCHMCT.ii) NCHMCT conducts term-end / semester-end examinations involving NCHMCT component subjects of the courses offered by it.iii) NCHMCT conducts All India Joint Entrance Examination every year for admission of candidates to the first year of 3-Year B.Sc. HHA Program.
------------------------------	---	---

(Frequently Asked Questions) FAQs

1) What courses offered by NCHMCT?

NCHMCT offers PG Degree, UG Degree, PG Diploma, Diploma and Certificate programs in the field of hospitality.

2) How the admissions are done to NCHMCT courses?

Admissions to PG Degree and UG Degree programs are through All India JEE followed by online counselling for allotment of seat based on All India Rank and choice of IHMs opted by the candidates. For PG Diploma, Diploma and Certificate courses, the admission is done at Institute level.

3) Only government IHMs are affiliated to NCHMCT?

Under the academic umbrella of NCHMCT, there are Central IHMs, State IHMs, PSU IHM, PPP SIHMs and Private IHMs are offering different courses.

4) Where NCHMCT is located?

NCHMCT is located at A-34, Sector 62, Noida 201 309, Uttar Pradesh.

5) Is there any branch or regional office of NCHMCT located in any other City?

No.

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

6) Who awards the Degrees/Certificates/Mark-sheets?

PG Degrees and UG Degrees are awarded by the Jawaharlal Nehru University (JNU), New Delhi. PG Diploma, Diploma and Craft Certificates are awarded by the NCHMCT.

7) Is there any attendance criteria for attending the classes at allotted Institute?

Yes, as per attendance rules, minimum 75% of attendance is required for any candidate to appear in the semester-end exams.

8) Who conducts the semester-end exams?

NCHMCT conducts the semester-end exams at all the affiliated Institutes across the country as per the date-sheet notified by it well in advance.

9) What is NHTET?

NHTET is aimed to filter the best among the better to declare them eligible for Assistant Lecturer and Teaching Associates in NCHMCT affiliated IHMs.

10) How many times NHTET is conducted by NCHMCT?

NCHMCT conducts maximum up to 2 NHTETs each year.

PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 4(1)(b) OF RTI ACT. 2005

DIARY & DISPATCH SECTION

Sl. No.	Name	Address
1.	Mr. Sochitanand Sonar LDC Contact No. 0120 2590628 Email: sonar.sochitanand@gov.in	Diary & Dispatch Section National Council for Hotel Management & Catering Technology A-34, Sector-62, Noida- 201309