

# राष्ट्रीय होटल प्रबन्ध एवं कटरिंग टेक्नोलॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)  
NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
(An Autonomous Body under Ministry of Tourism, Govt. of India)

ए-34, सेक्टर 62, नोएडा - 201309 (उत्तर प्रदेश)  
A-34, Sector 62, NOIDA - 201309 (Uttar Pradesh)

टेलि/टेल: 0120-2590600-623 ई-मेल/e-mail : nchmetadmn@gmail.com वेबसाइट/Website: www.nchm.nic.in/www.nchm.gov.in



AF: 3(23)/2015-16/NC/160

Date: 30.05.2024

## OFFICE ORDER

In supersession of all earlier office orders, reallocation of duties in consultation with Director (S) and Director (Academics) in respect of following officials of NCHMCT are made with immediate effect and until further orders.

Sl. No.	Name & Designation	Description of Duties
<b>Administration and Finance</b>		
1	Shri B. Venu Gopal Office Superintendent	1. BOG meeting/Society meeting record of NCHMCT/ Minutes Book of BOG meetings. 2. Preparation of Annual Report (English version) 3. Supervision of all Establishment matters 4. Vehicle Management 5. Air Ticket Booking 6. Organising events and catering 7. National Awards for Academic Excellence in Hospitality Education. 8. CCTV Camera Supervision 9. Guest House and building Maintenance
2	Shri Somesh Chandra, Accountant	1. Handling PFMS and CNA 2. Gem Tender/ Bid/ Procurement 3. Checking of bills, Cheque and cashbook 4. Administer files related to payment submitted by dealing hands 5. Bank reconciliation of all 8 Accounts of NCHMCT on monthly basis 6. Calculation of tax from firms, individual and professionals etc. 7. Calculation of tax from employees of NCHMCT 8. Monitoring of Fixed deposits, calculation of interest/accrued interest and maintenance of fixed deposits register 9. Issue of Form 16 annually and Form 16A on quarterly basis. 10. Filing of returns such as Quarterly Returns in Form 24Q & 26Q. Annual Return, GST Return 11. Preparation of Annual Salary statement of each officer/official of NCHMCT 12. Preparation of Annual Accounts Maintenance of GPF subscriber's A/c calculation of interest and issue of GPF statement to each subscriber annually 13. Maintenance stock register, charging depreciation thereon and annual physical verification. 14. TA/DA bills 15. Preparation of Budget Estimate and Revised Estimate. 16. Maintain Cash Book and petty cash 17. Dealing with Bank 18. Maintenance of all registers i.e. PBR, Loans and Advances and cheque book register. 19. All other works as assigned by senior officers.
3	Smt. Dimple Balotia, Stenographer Gr. C	1. All secretarial works as given by Director (A&F) 2. Tour programme and booking of air tickets 3. Sending e-mails on various subjects to officials of MoT, IHMs and other (as directed by Director) 4. Appointment files of Principal's post at various IHMs

		<ul style="list-style-type: none"> <li>5. RTI cases both physical and online</li> <li>6. Filing of online quarterly return and third party audit</li> <li>7. Handling anti-ragging portal of UGC</li> <li>8. Parliament Questions (as directed by Director)</li> <li>9. NIITET Exam</li> <li>10. Disposal of VIP references (as directed by Director)</li> <li>11. Maintenance of misc. dak of IIMs like monthly reports of IIMs BoG meeting agenda/Minutes.</li> <li>12. Any other work assigned from time to time.</li> </ul>
4.	Shri Satish Kumar Assistant	<ul style="list-style-type: none"> <li>1. All JEE work</li> <li>2. JEE advertisement and Publicity</li> <li>3. JEE related court cases and advocate files</li> <li>4. Admission of Foreign National/ NRI/ PIO</li> <li>5. M.Sc HA admissions</li> <li>6. AMCs and office Maintenance related work</li> <li>7. Procurement</li> <li>8. Files relating to financial assistance to IIMs/ SC/ST Candidates</li> <li>9. Any other work assigned from time to time.</li> </ul>
5	Smt. Rashmi Badoni, LDC	<ul style="list-style-type: none"> <li>1. Processing of matters relating to appointments in NCHMCT which involves Advt. of the post/Receipt of applications/preparation of summary record/preliminary scrutiny/Minutes of Screening Committee/ Issue of letters for interviews and appointments thereof</li> <li>2. Maintenance of personal files/Service Book of staff of NCHMCT.</li> <li>3. Maintenance of Leave records/ Attendance Record of staff/ APARs of staff.</li> <li>4. Salary of Regular staff/ Consultants/contractual appointments in NCHMCT</li> <li>5. Pay fixation/increments of staff/ pay arrears of staff.</li> <li>6. Implementation of MACPs, promotion related work.</li> <li>7. Medical claims of staff (Indoor).</li> <li>8. OTA of staff car driver</li> <li>9. LTC claims, Computer advance etc.</li> <li>10. Calculation of Retirement benefits/pension of staff.</li> <li>11. Daily attendance machine software/reports</li> <li>12. Misc. correspondence of Ministry relating to Reports/SC/ST/OBC vacancies etc.</li> <li>13. Custodian of old files of appointments</li> <li>14. All work related to Implementation of Hindi Language in official work like sending of Hindi quarterly/six monthly/annual reports of NCHMCT to MoT and Rajbhasha vibhag/Dealing of hindi dak received from NARAKAS/ Regional implementation office Ghz. and MoT/ Quarterly official language implementation Meetings in NCHMCT/Organisation of Workshops/ Hindi Pakhwada</li> <li>15. Identity cards, Name plates etc.</li> <li>16. Bills related to purchase of books/ID Cards/Advt. etc</li> <li>17. Maintenance of CGEIS Register/ Purchase of Books register/ Post Roster Register etc.</li> <li>18. Any other work assigned from time to time.</li> </ul>
6	Sh. Sochitanand Sonar, LDC	<ul style="list-style-type: none"> <li>1. Plumber, Carpenter and other maintenance</li> <li>2. Tuition Fees</li> <li>3. Medical outdoor</li> <li>4. Petrol and maintenance of staff car</li> <li>5. Electricity, Drinking water and Gas</li> <li>6. Diesel for Gen. set and maintenance</li> <li>7. Laundry for Guest House</li> <li>8. Pantry Expenses</li> <li>9. Fire fighting</li> <li>10. Pest control</li> <li>11. Purchase and maintenance of General Store</li> <li>12. Bills related to Telephone, Mobile, Air ticket, Speed post etc.</li> <li>13. Misc. work as assigned from time to time by the officers.</li> </ul>

## Studies Division


7	Shri Aswani Kumar Assistant Director (Studies)	<ol style="list-style-type: none"> <li>1. Organise evaluation of examinations</li> <li>2. Collection of admission and examination related data from IIIMs</li> <li>3. Coordination with JNU for admission related data</li> <li>4. Upkeep and maintenance of Hostel</li> <li>5. Handling examination forms and fees</li> <li>6. Guest House Maintenance</li> <li>7. Coordination with IIIMs and FCIs for various institutional events</li> </ol>
8	Shri Akhilesh Tiwari Assistant Director (Technical)	<ol style="list-style-type: none"> <li>1. Collection and Maintenance of all India students data of all IIIMs and FCIs</li> <li>2. Preparation of result for all courses/programmes</li> <li>3. Issuance of Bonafide Certificates/backlog certificates/ duplicate mark sheets/diploma certificates etc.</li> <li>4. Verification of Students credentials, Transcripts etc.</li> <li>5. Result amendment</li> <li>6. Maintenance and updation of Council's website</li> <li>7. Stock maintenance and upkeep of IT assets.</li> <li>8. Maintenance of TIIMS portal</li> </ol>
9	Sh. N.K. Dhakate UDC	<ol style="list-style-type: none"> <li>1. Records of Fee for Examinations &amp; Enrolment fees</li> <li>2. Upkeep of Fee Register under different categories</li> <li>3. Processing of TA/DA bills for evaluators</li> <li>4. All fee follow-up letters, emails and phone calls</li> <li>5. Reconciliation of fee with accounts section and bank</li> <li>6. Re-totaling fee receipts and forms.</li> <li>7. Re-registration fee of IGNOU and register</li> <li>8. Settlement of all evaluation bills</li> <li>9. Any other work assigned from time to time</li> </ol>
10	Ms. Priyanka Gour Stenographer Gr. D	<ol style="list-style-type: none"> <li>1. Put up all PUCs and take dictations and typing for Director (S) and EO (S)</li> <li>2. Maintaining all files/records of Central, state, Pvt. And FCIs.</li> <li>3. Prepare examination date sheets, academic calendar, exam forms, special exam schedules etc.</li> <li>4. Handling matters related to INS Hamla</li> <li>5. Maintaining Question Paper data base for all courses; Typing as per course and datesheet; dispatch of encrypted question paper and password through Email</li> <li>6. Organising hearing of all malpractice cases</li> <li>7. Handle all transcripts</li> <li>8. Maintain confidentiality and coordinate within studies and admn. division for timely completion of assigned work</li> </ol>
11	Sh. Leeladhar LDC	<ol style="list-style-type: none"> <li>1. Receipt of Answer Book; Opening of bundles, counting, tagging of answer book, stacking answer books subjectwise and preparing for evaluation</li> <li>2. Timely award of fictitious numbers as per evaluation schedule</li> <li>3. Coding of answer books, mixing and marking bundles for evaluation</li> <li>4. Issue of coded answer books to evaluators and their receipt</li> <li>5. Issue of award sheets and their receipt</li> <li>6. Entry of award sheets in register and issue to data centre</li> <li>7. Maintain students attendance files pertaining to term End Exams</li> <li>8. Prepare answer books for re-totaling; outstation evaluation and their record</li> <li>9. Preparation of Evaluation Register, Answer Book Issue and Receipt Register; Answer book receipt from Institute Register</li> <li>10. Counting, Receipt of Answer books and entry in Register</li> <li>11. Filing of all Exam attendance sheets, institute wise.</li> <li>12. Maintaining Stock of stationery required for evaluation</li> </ol>
12	Sh. Surya Prakash Mishra LDC	<ol style="list-style-type: none"> <li>1. Coordination with IIIMs and FCIs for collection of fees</li> <li>2. Work as assigned by Director (S), Executive Officer (S) and Assistant Director (S)</li> </ol>

### Academics Division

13	Dr. Abhinav Mishra Lecturer	<ol style="list-style-type: none"> <li>1. Taking lectures for M.Sc (IIA) students of NCHM-III</li> <li>2. Guiding students of M.Sc (IIA) students to develop Masters level thesis</li> <li>3. Training and placement co-ordination</li> <li>4. Event organising for students</li> <li>5. Industrial visit co-ordination</li> <li>6. Assist in Institute affiliation related work</li> <li>7. Any other tasks assigned by Competent Authority</li> </ol>
14	Shri Amol Kumar Lecturer	<ol style="list-style-type: none"> <li>1. Taking lectures for M.Sc (IIA) students of NCHM-III</li> <li>2. Guiding students of M.Sc (IIA) students to develop Masters level thesis</li> <li>3. Event organising for students</li> <li>4. Industrial visit co-ordination</li> <li>5. Newsletter editing co-ordination work</li> <li>6. Any other tasks assigned by Competent Authority</li> </ol>
15	Shri Tapesh Kumar Assistant	<ol style="list-style-type: none"> <li>1. Work related to M.Sc Programme and other related activities.</li> <li>2. Maintenance of work of all equipments and furniture of Academic Block</li> <li>3. Maintenance of Student personal file and record.</li> <li>4. Assist in FDPs.</li> <li>5. All files on training and development</li> <li>6. All matters related to M.Sc Course</li> <li>7. Hostel Maintenance</li> <li>8. Payment of visiting faculties</li> <li>9. TA/DA Bills of participants of workshops/seminars</li> <li>10. Any other tasks assigned by Competent Authority</li> </ol>
16	Ms. Divya Kushwaha Librarian & Information Assistant	<ol style="list-style-type: none"> <li>1. Purchase of books for library</li> <li>2. Maintenance of books stock</li> <li>3. Issue of books to students/staff</li> <li>4. Bills related to Newspaper and periodicals</li> <li>5. Overall maintenance of Library</li> <li>6. Any other tasks assigned by Competent Authority</li> </ol>
17.	Shri Umang Stenographer Grade D	All secretarial work of Director (Acad.) office and other work as assigned by Director (Acad.)

The above order may be complied with immediate effect and any dereliction of duties will be viewed seriously.

**Note:** The files shall be submitted through the Supervisory officers as usual. During the absence of any one official, the work shall be managed by other co-officials.

  
 (L.K. Ganguli)  
 Director (A&F)

#### Distribution

1. SRN I to 17
2. Director (S) /Director (Acad.)/ EO (A&F)/ EO (S)
3. Security Supervisor
4. Concerned file

### **1.2.1 Powers and Duties of Officers**

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.

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 IGNOU and JNU, the academic partners.

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 and result, upgradation of examination software and other IT solutions, coordinating skill programs of MoT and publicity & social media.

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 news letter 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.