



# राष्ट्रीय होटल प्रबन्ध एवं कटरिंग तकनालॉजी 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)

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## Delegation of Administrative Powers:

Sl. No.	Nature of Power		Authority to which the power is delegated		
			Existing	Revision with approval of BOG in its 46 <sup>th</sup> meeting held on 01.12.2017	Revision with approval of BOG in its 52 <sup>nd</sup> meeting held on 06.09.2021
1.	Creation/abolition of posts		<b>Chairman, BOG</b> (for all posts in NCHMCT)	As per existing	Unchanged
2.	A	Appointing Authority	<b>Chairman, BOG</b> (for all Group A posts) <b>Chief Executive Officer</b> (for all Group B posts) <b>Director (A&amp;F)</b> (for all Group C posts)	As per existing	Unchanged
	B	Disciplinary Authority	<b>Chairman, BOG</b> (for all Group A posts) <b>Chief Executive Officer</b> (for all Group B posts) <b>Director (A&amp;F)</b> (for all Group C posts)	As per existing	Unchanged
	C	Appellate Authority	<b>President of the Society</b> (for all Group A posts) <b>Chairman, BOG</b> (for all Group B posts) <b>Chief Executive Officer</b> (for all Group C posts)	As per existing	Unchanged
3.	Acceptance of Resignation		<b>President of the Society</b> (for all Group A posts) <b>Chairman, BOG</b> (for all Group B posts) <b>Chief Executive Officer</b> (for all Group C posts)	As per existing	Unchanged
4.	Fixation of Pay		<b>Director (A&amp;F)</b>	As per existing	Unchanged
5.	Approval of Tour Programs		<b>Chairman, BOG</b> (for CEO) <b>Chief Executive Officer</b> (for all Officers of NCHM)	<b>Chairman, BOG</b> (for CEO) <b>CEO (for Directors)</b> <b>Director (A&amp;F)</b> (for all Officers)	Unchanged
6.	Sanction of Air Travel for non-entitled categories on tours		<b>Chairman, BOG</b> (for all Officers of NCHM)	As per existing	Unchanged
7.	Advances (Pay, TA, LTC, Leave Salary)		<b>Director (A&amp;F)</b>	As per existing	Unchanged

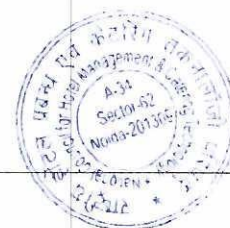


8.	Advance to employees for purchase of Car, Motor Cycle, Scooter, Bicycle, Fan, etc. to  Entitled Officers Non-entitled Officers		<b>Director (A&amp;F) Chief Executive Officer</b>	As per existing	Unchanged
9.	Grant of Increments		<b>Dy. Director</b>	As per existing	Unchanged
10.	A	Grant of EL, HPL, CL, EOL, Maternity Leave and Leave not Due	<b>Chairman, BOG</b> (for CEO) <b>Supervisory Officers</b> (for rest of staff) <small>Note: Necessary Leave Sanction Order will be issued by Dy. Director as records and service books are maintained by the A&amp;F wing.</small>	As per existing	Unchanged
	B	Special Leave, Study Leave, Special Disability Leave	<b>Chairman, BOG</b> (for all Group A & B posts) <b>Chief Executive Officer</b> (for all other posts) <small>Note: Necessary Office Orders will be issued by Director (A&amp;F) as records and service books are maintained by the A&amp;F wing.</small>	As per existing	Unchanged
11.	Controlling Officer for TA Bills		1) For all Group A posts up to Dy. Director post will be their own Controlling Officer. 2) For rest, Dy. Director.	1) For all Group A posts up to Dy. Director post will be Director (A&F). 2) CEO for Directors.	Unchanged
12.	Leave Travel Concession		i) All LTC claims will be countersigned by authorities as mentioned for TA Bills at S.No.11. ii) Admissibility will be certified by Deputy Director for all claimants.	As per existing	Unchanged
13.	Power to allow medical reimbursement of medical expenses and to countersign the bills and to record prescribed certificates		<b>Director (A&amp;F)</b> (for all officers subject to fulfillment of conditions and procedural requirements laid down in the relevant rules)	As per existing.  Exceptional cases to be referred to CEO.	Unchanged
14.	Over-Time Allowance		<b>Chief Executive Officer</b> (for all entitled category of Officers)	As per existing.	Unchanged
15.	Sanction of Advance/ Withdrawal from GPF Account		<b>Chief Executive Officer</b> (full powers for all Group A posts)* <b>Director (A&amp;F)</b> (full powers for all Group B &	As per existing.	Unchanged





		C posts)* * Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules.		
16.	Sanction and Drawl of Pay and Allowances of all employees of the Council	<b>Director (A&amp;F)</b> (full powers for all employees)* * Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	As per existing.	Unchanged
17.	Sanction of non-recurring expenditure on each occasion for purchase of office equipment and furniture, fixtures and fittings, etc.	<b>Chief Executive Officer</b> (above Rs.0.50 lakh) <b>Director (A&amp;F)</b> (up to Rs.0.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	<b>CEO</b> (above Rs.1.00 lakh) <b>Director (A&amp;F)</b> (up to Rs.1.00 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	<b>CEO</b> (above Rs.2.50 lakh) <b>Director (A&amp;F)</b> (up to Rs.2.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.
18.	Procurement & Printing of Stationery	<b>Chief Executive Officer</b> (Above Rs.0.50 lakh) <b>Director (A&amp;F)</b> (up to Rs.0.50 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	<b>Chief Executive Officer</b> (Above Rs.1.00 lakh) <b>Director (A&amp;F)</b> (up to Rs.1.00 lakh) In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Unchanged
19.	a) Publication of Books and publicity material including journals  b) Newsletters	<b>Chief Executive Officer</b> (full powers) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.  ---	As per existing.  <b>Director (A&amp;F)</b> (full powers)	Unchanged
20.	Postage and Telegrams	<b>Director (F)</b> (full powers)	As per existing.	Unchanged
21.	Liveries, clothing and other articles for Group C & D employees	<b>Director (F)</b> (full powers) As per norms laid down in the relevant rules/instructions.	As per existing.	Unchanged
22.	Electricity & Water Charges	<b>Director (F)</b> (full powers)	As per existing.	Unchanged
23.	Rent, Taxes of Office Land and Building	<b>Director (F)</b> (full powers)	As per existing.	Unchanged
24.	Maintenance and Running of Staff Cars	<b>Chief Executive Officer</b> (full powers) <b>Director (A&amp;F)</b> (Rs.10,000) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	<b>Chief Executive Officer</b> (full powers) <b>Director (A&amp;F)</b> (Rs.50,000) Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.	Unchanged



25.	Incurring of other expenditure recurring in nature	--	<b>Chief Executive Officer</b> (full powers) <b>Director (A&amp;F)</b> (up to Rs.1.00 lakh) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.	<b>Chief Executive Officer</b> (full powers) <b>Director (A&amp;F)</b> (up to Rs.2.00 lakh) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.
26.	Contract Deeds	<b>Director (A&amp;F)/ Secretary of the BOG</b> (All Cases) Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.	As per existing.	Unchanged
27.	Power to write off losses, irrecoverable losses not due to theft, fraud or negligence	<b>Chairman, BOG</b> (full powers) <b>Chief Executive Officer</b> (up to Rs.50,000) Subject to confirmation by Board of Governors	<b>Chairman, BOG</b> (full powers) <b>Chief Executive Officer</b> (up to Rs.1.00 lakh) Subject to confirmation by Board of Governors	Unchanged
28.	To declare Stores (including items of dead stock) to be declared obsolete or unserviceable and to order their disposal	<b>Chief Executive Officer</b> (full powers)* <b>Director (A&amp;F)</b> (up to Rs.50,000)* * As per book value in each case subject to fulfillment of procedural requirements.	As per existing.	<b>Chief Executive Officer</b> (full powers)* <b>Director (A&amp;F)</b> (up to Rs.1.00 lakh)* * As per book value in each case subject to fulfillment of procedural requirements.
29.	Assistance to Recreational Club/Canteen	<b>Chief Executive Officer</b> (full powers)* <b>Director (A&amp;F)</b> (up to Rs.25,000)* * As per laid down norms	<b>Chief Executive Officer</b> (full powers)* <b>Director (A&amp;F)</b> (up to Rs.50,000)* * As per laid down norms	Unchanged
30.	Power to verify cases of reimbursement of tuition fee and to allow reimbursement and record prescribed certificate in the bill under normal rules	<b>Director (F)</b> (for all entitled categories as per laid down norms)	As per existing.	Unchanged

