

Chapter 1

Introduction

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(I)(b) of this Act, the Delhi Institute of Hotel Management & Catering Technology, Behind Lady Shri Ram College, Lajpat Nagar-IV, New Delhi (DIHM&CT) has brought out this handbook for information and guidance of the stakeholders and the general public.

The purpose of this Handbook is to inform the general public about the DIHM&CT's organizational set-up, its functions and duties, records and documents available in the DIHM&CT, etc.

This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the DIHM&CT.

The website of the DIHM&CT (<http://www.dihmct.in>), of which this Handbook is a part, provides information about the policies and programmes of the DIHM&CT to the general public. In addition, information about the activities of the institute is made available through its Annual Reports. In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt. (B) dated 16th September 2005, the procedure and fee structure for getting information not available in this handbook will be as under:

- ✓ A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO concerned accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the DIHM&CT, Lajpat Nagar-IV, New Delhi. Payments in person will have to be deposited with the Cashier in the institute.
- ✓ For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or postal order payable to the DIHM&CT, Lajpat Nagar-IV, New Delhi at the following rates :-
 - Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - Actual charge or cost price of a copy in larger size paper;
 - Actual cost or price for samples or models; and
 - For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- ✓ For providing information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Postal order payable to the DIHM&CT, Lajpat Nagar-IV, New Delhi at the following rates:-
 - For information provided in CD, at the rate Rs. 50/- (fifty) per CD; and;
 - For information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication

Chapter 3

Powers and Duties of Officers and Employees

Powers and Duties of Officers

The powers and duties of the officers of the Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi are governed in terms of instructions contained in the Memorandum of Association and Byelaws and Staff Regulations of the institute. Principal of the institute is authorized to sign sanction orders and convey the decisions of the institute. The principal/HOO of the institute is responsible for all academic, administrative, financial, day-to-day functioning etc. of the institute.

Chapter 5

Particulars of Arrangement for Consultation with or Representation by the members of the public in relation to the Formulation of policy or implementation thereof

No such arrangement exists.

Chapter 6

Statement of the categories of documents held by the Institute under its control

The Bye-Laws, Memorandum of Association, Staff Rules & Regulations, Recruitment Rules, Conduct Rules, Gratuity and Terminal Benefit Rules, etc., Government of India rules as Mutatis Mutandis applicable to Central Government employees. Documents related to students' activities, rules, regulations, conduct etc.

Chapter 7

Statement of Boards, Council, Committees and Other Bodies constituted as part of the institute

With a view to have complete transparency, the minutes will be made accessible which can be obtained from the Institute.

Chapter 8

Names, Designations and other particulars of the current PIOs

NAME OF THE OFFICER	DESIGNATION	AA/PIO	CONTACT DETAILS
MR. HARSH KUMAR BHUTANI	PRINCIPAL CUM MEMBER SECRETARY	APPELLATE AUTHORITY	Email ID: principaldiham@yahoo.com Ph.No.011-26214812
MRS. SEEMA BHATIA	HEAD OF OFFICE/ SENIOR LECTURER	P.I.O.	Email ID: principaldiham@yahoo.com Ph.No.011-26214812

Chapter 9

Procedure followed in decision making process

It is autonomous in character and has Board of Governors consisting of eminent persons from the Govt. of NCT Delhi, Government of India, Delhi Technical Board and industry. It also has Executive Committee and their directives/decisions are to be implemented as per the guidelines of Department of Tourism, Government of NCT of Delhi, under whose administrative and financial control this Institute is functioning. The Secretary (Tourism), Govt. of NCT of Delhi is the chairman of the Institute.

Chapter 11

Monthly Remuneration received by each the officers and employees of IHM Pusa New Delhi.

Teaching Staff

S.No.	Name of Employee	Designation	Pay Level as per 7 th CPC
1.	Mr. Harsh Kumar Bhutani	Principal & Member Secretary	Level-13
2.	Ms. Seema Bhatia	Head of Office/ Senior Lecturer	Level-10
3.	Ms. Deeplata	Senior Lecturer	Level-10
4.	Mr. Gaurav Dhaka	Assistant Lecturer	Level-6
5.	Ms. Visheshta	Assistant Lecturer	Level-6
6.	Mr. Anand Malik	Assistant Lecturer	Level-6
7.	Ms. Anshu Rawal	Assistant Lecturer	Level-6
8.	Mr. Debarishi Bharti	Assistant Lecturer	Level-6
9.	Mr. Hem Chand Bhagat	Assistant Lecturer	Level-6

Non Teaching Staff

S.No.	Name of Employee	Designation	Pay Level as per 7 th CPC
1.	Mr. Rajan Kaushik	Assistant Accounts Officer	On Diverted Capacity from GNCTD in Level-8
2.	Mr. Balkishan Shishodia	Section Officer	On Diverted Capacity from GNCTD in Level-8
3.	Mr. Sanjay Pathak	Stenographer	Level-5
4.	Ms. Savitri	UDC	Level-5
5.	Mr. Sanjeev Kumar	MTS	Level-2
6.	Mr. Rajpal	Driver	Level-3

LIBRARIAN

S.No.	Name of Employee	Designation	Pay Level as per 7 th CPC
1.	Ms. Niti Kapoor	Librarian	Level-7

LAB ASSISTANT

S.No.	Name of Employee	Designation	Pay Level as per 7 th CPC
1.	Mr. Ram Suchit	Lab Assistant	Level-4
2.	Ms. Devki	Lab Assistant	Level-4

Chapter 12

Budget allocated to each agency (particulars of all plans, proposed expenditures and reports on disbursement made)

Described fully in the Annual Report and available on the website.

Chapter 13

Manner of execution of subsidy programme

The Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi is an educational Institute and no subsidy programmes are implemented at this Institute

Chapter 14

Particulars of recipients of concessions, permits or authorizations granted by the Institute

The Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi is an educational Institute and no concessional permits are granted.

Chapter 15

Norms for the discharge of functions

The Govt. of NCT of Delhi issues such instructions to the Institute as it may consider necessary from time to time for the furtherance of the objects and for proper functioning and control and the Institute has to comply with the instructions with due approval of the Board of Governors.

Information available in electronic form

Information available in electronic form.

- About the institute (<https://dihmct.in>)
 - Brief History, Contribution
 - Awards and Achievements
 - International Exposure
 - Placements
 - Delhi Institute of Hotel Management & Catering Technology Alumni Association (DIHMCTAA)
- Student's Section
 - Time table
 - Fees Details
 - Result
 - Date Sheet
 - Anti Ragging Regulations
 - Examination Form
 - Affidavit
 - Syllabus
 - Academic calendar
 - Exam Rules
 - Women Harassment Committee
- Annual Report
- Hunar se Rozgar tak
- Faculty Details
- Important Links

Chapter 17

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Reception Office:-

Receptionist Name	Ms. Anini
Working Hours	Monday to Friday 09.00 A.M. to 05.00 P.M.
Telephone No.	011-26214812

No facilities for usage of Library or Reading Room for public use.

Chapter 18

Other Useful Information

Please visit Institute's website (<https://www.dihmct.in/>) and Annual Report (<http://dihmct.in>) for any other useful information.

Application for Information under RTI Act 2005

To,

The Public Information Officer
Delhi Institute of Hotel Management & Catering Technology,
Behind Lady Shree Ram College,
Lajpat Nagar-IV, New Delhi – 110024

1. Full name of the applicant (in capital letters) : _____
2. Father's/Husband's Name (in capital letters) : _____
3. Complete Address : _____

4. Telephone No. Office: _____ Res.: _____
5. Whether belong to BPL category (if yes, please attach a copy of the BPL/Antyodaya ration card (pl tick yes _____ No _____ to claim waiver of the application fee)
6. Details of application fee/additional fee: (application fee – Rs. 10/- additional fee - @ Rs. 2/- per page paper created or copied, by Cash/DD/BC/IPO to be drawn in favour of Pay & Accounts office, payable at the office where application is submitted)

Cash Receipt/DD/Bankers' Cheque/IPO No.	Date	Name of the issuing bank/authority	Amount (in Rs.)

7. Particulars of information required (please enclose separate sheet, if required, indicating specific information required and the preferred medium i.e. photocopy, softcopy, inspection, etc.

Declaration

I state that the information sought does not fall within the restriction contained in section 8 & 9 of the RTI Act. To the best of my knowledge it pertains to your office.

Place:

Date:

Signature of the applicant

Chapter 23

How to Apply

Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the Central Public Information Officer in writing or through electronic means.

Application Fee

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favor of the "Principal, Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi" payable at New Delhi. At present, the application fee, which is subject to change from time to time is as under:

Application fee : Rs. 10/- (Rupees Ten only)

Mode of payment : By Demand Draft/ Banker's Cheque/ Indian Postal Order drawn in favour of the "Principal, Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi" payable at New Delhi.

Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

Additional Fee

In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the requester, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

a.	For each page (in A-4 or A-3 size paper) created or copied.	Rs. 2/- per page
b.	For a copy in larger size paper	Actual charge or cost price
c.	For samples or models	Actual cost or price
d.	For inspection of records	No fee for the first hour; Rs. 5/hr. thereafter

Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates:-

a.	For information provided in diskette of floppy	Rs. 50/- (Rupees fifty only) per diskette or floppy
b.	For information provided in printed form	At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication

The mode of payment of above mentioned additional fees shall be the same as application fee.

Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority.

Information under RTI Act

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under their control, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15-06-2005.

In compliance with the implementation of Suo Motu Disclosure under Section 4 (1) (b) of the RTI Act, 2005, the following information related to Institute of Hotel Management, Catering & Nutrition, Pusa, New Delhi (IHM Pusa) is hereby made available to the general public:-

S.No.	Particulars	Information / Web link of the Document
1.	Particulars, Functions and Duties	Refer Chapter 2 and Chapter 4. Memorandum of Association of the Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi. Rules of the 'Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi.
2.	Powers and duties of its officers and employees	Refer Chapter 3 The powers and duties of the officers and officials of the Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi (DIHMCT) are governed by instructions and guidelines contained in the Memorandum of Association and Rules of the 'Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi'. The Principal of the institute is authorized to sign sanction orders and convey the decisions of the institute. The principal of the institute is responsible for all academic, administrative, financial, day-to-day functioning of the institute.
3.	The procedure followed in the decision making process, including channels of supervision and accountability	Refer Chapter 9 The Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi (DIHMCT) is an autonomous body under the administrative control of Department of Tourism, Govt. of NCT of Delhi. It has Board of Governors consisting of senior officers of Government of NCT of Delhi, Government of India, and nominated members from the industry. The Secretary (Tourism) of the Government of NCT of Delhi is the chairperson of the Institute. The decision making process and channels of supervision and accountability are regulated by Memorandum of Association and Rules & Regulations of the Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi Society and as per the guidelines of the Department of Tourism, Government of NCT of Delhi under whose administrative and financial control this institute is functioning.
4.	The norms set by it for the discharge of its functions	Refer Chapter 15 The Department of Tourism of the Government of NCT of Delhi issues such instructions to the Institute as it may consider necessary from time to time for the furtherance of the objectives and for the proper functioning and control. The institute comply with the instructions with due approval of the Board of Governors of the institute.
5.	The rules, regulations,	Refer Chapter 4

	instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi (DIHMCT) is governed by the provisions of Memorandum of Association, Rules of the 'Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi' and the instructions and guidelines issued by the Government of NCT of Delhi time to time.
6.	A statement of the categories of documents that are held by it or under its control.	Refer Chapter 6 The Delhi Institute of Hotel Management & Catering Technology, Lajpat Nagar-IV, New Delhi', Recruitment Rules, Conduct Rules, Gratuity and Terminal Benefit Rules, etc., and Government of NCT of Delhi rules as Mutatis Mutandis applicable to Delhi Government employees. Documents related to students' activities, rules, regulations, conduct etc. The documents required for effective and efficient discharge of its functions and duties are held by the institute in accordance with the provisions of record retention policy of Govt. of NCT of Delhi
7.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Refer Chapter 5
8.	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 minutes of such meetings are accessible for public	Refer Chapter 7
9.	A directory of its officers and Employees	Refer Chapter 10
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Refer Chapter 11
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed	Annual Reports of DIHMCT, Lajpat Nagar containing the Annual Financial Statements, are available on the website which can be accessed at https://dihmct.in/

	expenditures and reports on disbursements made	The internal budget of the DIHMCT, Lajpat Nagar for the F.Y. 2024-25 is available in the document- 'Budget 2024-25' on the RTI page of the website of DIHMCT. https://dihmct.in/
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Refer Chapter 13
13.	Particulars of recipients of concessions, permits or authorizations granted by it	Refer Chapter 14
14.	Details in respect of the information, available to or held by it, reduced in an electronic form	Refer Chapter 16 Most of the information is digitalized and is held in an electronic form by the institute as per feasibility and availability of the resources to the institute.
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Refer Chapter 17 The website of the DIHMCT(https://dihmct.in) provides information about the policies and programs of the DIHMCT, Lajpat Nagar to the general public. In addition, information about the activities of the institute is made available through its Annual Reports which are also available on the website. An online (https://rtionline.gov.in/) or offline RTI application can be filed under RTI Act to get the required information. Library is available for the students of this institute only and is not available for public use.
16.	The names, designations and other particulars of the Public Information Officers	Refer Chapter 8 <u>Appellate Authority</u> Mr. Harsh Kumar Bhutani, Principal and Member Secretary Email ID: principaldiham@yahoo.com Tel. No. 011 26214812 <u>Central Public Information Officer</u> Mrs. Seema Bhatia, Head of Office Email ID: principaldiham@yahoo.com Tel. No. 011 26214812
17	Such other information as may be prescribed	Refer Chapter 18
Information to be updated annually		
18	Publish all relevant facts while formulating important policies or announcing the decisions which affect public	Annual Reports of DIHMCT, Lajpat Nagar are available on the website which can be accessed at https://dihmct.in/
19.	Provide reasons for its administrative or quasi-judicial decisions to affected persons	All the decisions are to be taken by the competent authority in compliance with the relevant laws, rules & regulations, and directives from the Government of NCT of Delhi and are published on the website of the institute.
Disclosure regarding the following points is prescribed by the DoPT vide its OM No.1/6/2011-IR dated 15-04-2013 and dated 07-11-2019.		

20.	Information related to Procurement	Procurement is done through GeM portal in compliance with the General Financial Rules (GFRs) issued by the Department of Expenditure, Ministry of Finance, Government of India endorsed by the Govt. of NCT of Delhi.
21.	Public Private Partnerships	There is no public private partnership project undergoing as on date in the institute.
22.	Transfer Policy and Transfer Orders	The institute has only one office at New Delhi as on date and hence, no Transfer Policy exists in this institute.
23.	RTI Applications	Refer Chapter 21
24.	CAG & PAC paras	With a view to have complete transparency the information will be made accessible which can be obtained from the institute.
25.	Citizens Charter	Not available.
26.	Discretionary and Nondiscretionary Grants	Not applicable.
27.	Foreign/Domestic Official Tours of the Officers/ Officials	The information in this regard is available in the document- 'Official Tours' on the RTI page of the website of DIHMCT, Lajpat Nagar. https://dihmct.in

Other Information

1.	Parliament Questions	No parliament questions were received from the Department of Tourism, Govt. of NCT of Delhi during the F.Y. 2024-25
2.	Documents & Manuals	https://dihmpusa.in