

INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION,
BATHINDA, PUNJAB (SOCIETY)

BYE-LAWS

N.B.:- The procedures prescribed and powers delegated in these bye-laws should be read with the obligations cast on the Society vis-à-vis the State Government in its Memorandum & Rules as well as in any instructions or directives issued by the State Government to the Society.

Definitions: -In these Bye – Laws, except where the context indicates otherwise.

- i) the expressions 'Society', 'Board', 'Executive Committee', 'Secretary', 'Institute' and 'State Government' shall have the meanings assigned to them in the Memorandum and/or the Rules of the Institute of Hotel Management, Catering & Nutrition, Bathinda, Punjab Society; and
- ii) 'financial year' shall mean the financial year followed by the State Government.

1. Bye-Laws relating to financial, budgetary and accounts matter.

Budget Procedure: -

1. The budget estimates of the Society for each financial year shall be prepared by the Secretary in the forms prescribed by the State Government in terms of rules 25 of the Rules of the Society and shall be submitted by the Secretary with such explanatory notes and recommendations as may be necessary for consideration at a meeting of the Executive Committee to be held not later than the 31st of July of the preceding financial year. The Executive Committee shall consider the budget estimates and may approve them or offer such comments or suggest such changes, as it may be consider necessary and appropriate.
2. The budget estimates of financial year, as approved by the Executive Committee, shall be placed before a meeting of the Board to be held before the 15th August of the preceding financial year. The Board shall consider the budget estimates and may approve them or offer such

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comments or suggest such changes, as it may consider necessary and appropriate.

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3. Copies of the budget estimates and the explanatory notes thereon shall be sent to each member of the Executive Committee and of the Board by Registered Post at least ten clear days before the meeting of the Executive Committee or the Board at which these estimates are to be considered.
4. The Budget Estimates of each financial year, as approved by the Board, shall be submitted to the State Government not later than the 31st of August of the preceding financial year.
5. The Budget Estimates of each financial year as approved by the Board and accepted by the State Government shall be reviewed and revised estimates prepared at the time to preparation of the budget estimates for the ensuing financial year. These revised estimates for the ensuing financial year. These revised estimates shall be submitted to the Executive Committee, the Board and the State Government successively as indicated in bye-laws 1(1), (2), (3) and (4) along with the Budget Estimates of the ensuing financial year.
6. While submitting the budget estimates to the Executive Committee and the Board the Secretary shall group the individual items in the estimates into a number of small groups. A specimen grouping is giving in Annexure II to these, bye – laws. The approval by the Board of the budget estimates shall continue an approval of such groupings also. After the estimates are approved by the Board, the Executive Committee shall have all powers to effect adjustment among the items within a group so long as the total expenditure estimates for the group is not exceeded. The Board shall have full powers to effect adjustments between one group and another.

POWERS OF EXPENDITURE:

7. Subject to the availability of funds in the approved budget estimates and subject further to such bye-laws, regulations or instructions as have been or may be laid down by the Board to govern the procedure to be followed

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and the powers to be exercised by various authorities in regard to specific types of classes or cases such as the creation of posts, appointments,

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purchases of stores etc., expenditure out of the funds of the Society may be sanctioned by the following authorities to the extent indicated: -

Nature of Expenditure	Sanctioning Authority	Extent of Powers
1. Capital Expenditure	The Board	Full Powers
2. Revenue Expenditure		
a) Repetitive	Secretary	Not exceeding Rs.50,000/- (Rs. Fifty Thousand Only)
	Executive Committee	Not exceeding Rs.1,00,000/- (Rs. One Lac Only per month)
b) Non-Repetitive	The Board	Full Powers
	Secretary	Rs.50,000/- (Rs. Fifty Thousand) in each case.
	Executive Committee	Rs.1,00,000/- (Rs. One Lac) in each case.

EXPLANATION: - The expressions "repetitive" and "non-repetitive" imply a distinction between sanctions which involve repeated payments of a fixed figures at definite intervals and sanctions which involve expenditure on one single item or a number of closely related items and which close to be effective as soon this expenditure has been incurred. For instance, if furniture is hired or if a shed is taken on rent, etc., the sanction once accorded is a standing sanction for repeated payments of a stated amount every month; if on the other hand sanction is accorded to the purchase of stores, stationery etc., each sanction can cover only a single item or a number of closely related items and the sanction will expire as soon as the purchase has been completed

RECORD OF SANCTIONS

8. The approval of the budget estimates to the Board shall constitute shall not by itself constitute an authority for expenditure, before expenditure is incurred, a financial sanction shall be accorded by the competent authority in exercise of the powers vested by bye-law (7) or any other relevant bye-law, in one of the forms given in Annexure-III to these bye-laws (as may be appropriate). All

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such sanctions shall be compiled in a Register of sanctions in which sanctions shall be filed in accordance with the items in the budget estimates.

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BANK A/C & WITHDRAWALS.

1. The bankers of the Society shall be the State Bank of India. All the moneys at the disposal of the Society with the exception of permanent advance referred to in bye-laws 1(10) and the moneys deposited in the fixed deposits or invested in accordance with such rules or bye-laws as may be laid down for the purpose, shall be deposited into the Society's account in the bank and shall not be withdrawn except on cheques signed by the Secretary of the Society, provided that cheques exceeding Rs.50,000/- (Rupees Fifty thousand) be counter-signed in addition by any one of the members of the Executive Committee. The member whose counter-signs will satisfy himself that the expenditure has been sanctioned by the competent authority and that Secretary's pay order has been duly recorded. The cheque books and other documents relating to the bank account shall remain in the personal custody of the Secretary.

PERMANENT ADVANCE

2. A sum of Rs.3000/- (Rupees three thousand only) shall be placed at the disposal of the Secretary as a permanent advance for meeting office contingencies, petty expenditure and miscellaneous or emergent payments of any kind which have to be made cash provided that payments exceeding Rs.500/- (Rupees five hundred Only) in amount shall be as far as possible be made by cheque. The Secretary may in turn place the permanent advance in the custody of responsible administrative official of the Institute. The expenditure out of the permanent advance shall be incurred in accordance with the relevant bye - laws. An account of such expenditure shall be maintained and the permanent advance shall be recouped as often as may be necessary and in any case not less frequently than twice a week.

MAINTENANCE OF ACCOUNTS

3. The accounts of the Society shall be maintained by the Secretary in accordance with the norm-1 commercial principles of double entry book - keeping, and all the necessary accounts documents and books shall be

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maintained in accordance with common commercial practice, with particular reference to the practice prevalent in catering establishments.

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AUDIT

4. The accounts of the Society shall be got audited annually by auditors to be appointed by the Board.

SUBMISSION OF AUDITED ACCOUNTS TO THE BOARD

5. The audited accounts of the Society for each financial year together with the auditor's report thereon and accompanied by such other documents, notes etc., as may be necessary, shall be placed by the Secretary before the Board at a meeting to be held on such date or dates as may enable the Society to submit the said accounts and documents duly approved by the Board to the State Government by the date prescribed for such submission.

II. CREATION OF POSTS AND APPOINTMENTS

CREATION OF POSTS

1. Subject to the availability of funds in the approved budget estimates, sanction to the creation of posts under the Society shall be accorded by the following authorities to the extent indicated: -

Sanctioning Authority	Extent of Powers
The Secretary	The creation of post the maximum of the Pay Scale of which does not exceed Rs.7000/- Per month.
The Executive Committee	The creation of posts the maximum of the pay scale of which does not exceed Rs.9000/- per month.
The Board	The Full Powers.

2. The powers of creation of posts vested by bye-laws II (1) above shall be exercised by the various authorities within the guiding lines provided by the structure of posts and pay scales as approved by the Board.

RECORD OF SANCTIONS TO POSTS

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3. Sanctions to the creation of posts shall be recorded in one of the forms (as may be appropriate) given in Annexure-IV and these shall be filed in a Register of Sanctions for posts.

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APPOINTMENTS

i) Powers

4. The competence of the Secretary, the Executive Committee and the Board respectively to make appointments to posts under the Society shall be determined by their respective competence to create.

ii) Procedure

5. When one or more Appointments have to be made, the authority competent to make the appointments shall first lay down the requirements as clearly and in as detailed a manner as possible, viz., the duties to be performed the requirements in terms of educational or other qualification practical experience, the appropriate extent, the appropriate age limits etc., indicated whether, and if so to what extent, these could be relaxed if the need arises; and requirement to the given post(s) would be requirement from the open market, or the promotion of suitable persons already in the employment of the Society, or the borrowing of the services of experience persons in the employment of the State Government or other organizations, or a selection from amongst suitable persons recommended by the members of the Board or the Executive Committee or brought otherwise to the notice of the appointing authority, or a combination of several of these methods.
6. In the event of recruitment from the open market the vacancies shall be given as wide a publicity as possible by means of advertisement in a number of prominent newspapers.
7. In the event of promotion from amongst persons already in the employment of the Society, the field of choice shall be defined, i.e. the post or posts from which promotion to the given vacancy should be made, the length of service which the person to be selected should possess in capacities to be specified, etc., and candidates in the field of choice.
8. For all appointments exceeding the powers of the Secretary the selection of candidates for appointment shall be made by a standing Selection Committee to

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be appointed by the Board. The Selection Committee may co-opt others as advisers. The recommendations of the Selection Committee shall be placed before the authority competent to accord final approval to the proposed appointment or appointments in terms of bye-laws II (4).

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FORM OF OFFER OF APPOINTMENT AND JOINING REPORT

9. After the competent authority's approval for an appointment is accorded, the actual offer of appointment shall be signed for and on behalf of the Society by the Secretary in the form given in Annexure-V to these bye-laws. After an acceptance of the offer is received from the selected candidates, he or she should be required to fill in the sign a report of having joined duty in the form given in Annexure-VI.

III. PURCHASE OF EQUIPMENT, STORES AND SUPPLIES.

PURCHASE POWERS

1. The powers of various authorities in the Society for incurring expenditure on the purchase of equipment, stores and supplies of all kinds shall be the same as the general powers of expenditure vested in them by bye-laws I(7).

METHODS

2. Items of equipment, materials, furnishings, linen, fittings and fixtures, stationery, and other articles and stores required by the Society shall as far as possible be purchased by the system of open tender, i.e. by advertisement through important newspapers;

Provided that where the articles or stores sought to be purchased are known to be available only from a small number of reputed manufactures, suppliers or dealers, a limited tender enquiry may be addressed to all these manufacture ore suppliers or dealers, instead of an advertisement in the newspapers;

and provided further that where the articles or stores to be purchases are of a proprietary nature and are available only from a single source, the purchase may be made by means of direct negotiation with that single source of supply.

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3. The method of limited tender or direct negotiations with a single party may also be followed if (a) an urgent purchase has to be made and the time involved in the system of open tenders is not available, or (b) if the system of open tenders is not practicable for reasons for not following the method of open tender.

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ACCEPTANCE OF TENDER

4. Where purchase are made through open or limited tender the lowest tender shall ordinarily be accepted, provided the tender is in accordance with the terms of the advertisement or enquiry issued by the purchasing authority. If for any reason the purchasing authority decides to accept a tender other than the lowest, the reasons for doing so shall be recorded.

FORM OF TENDER ENQUIRY MIND

5. Where tender enquiries are issued whether by means of advertisement by means of a letter addressed to a limited number of suppliers, the following points shall be borne in
- (a) enquiries shall be addressed by the Secretary for and on behalf of the Society, and acceptances of tender shall be similarly signed;
 - (b) a time-limit shall be set for the receipt of tenders (which shall be required to be submitted in sealed envelopes), and a time and place specified for the opening of tenders.
 - (c) The enquiry shall clearly set forth the quantity and specifications of the articles or stores required, the place and mode of delivery, the time by which delivery is required, the arrangements for the inspection of the articles or stores prior to acceptance (If considered necessary), the payment procedure, etc.*

CONTRACTUAL IMPLICATIONS

6. As the issue of letters of enquiry, the receipt of quotation and their acceptance will together amount to an agreement binding upon the Society, the bye-laws relating to contracts contained in Section-IV of those bye-laws shall be borne in mind in inviting and accepting quotations and in placing orders for supplies.

IV. CONTRACTS

AUTHORITIES COMPETENT TO APPROVE CONTRACTS.

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1. The form and substance of contracts involving a financial consideration exceeding the expenditure powers of the Secretary shall require approval by the Executive Committee, and the form and substance of contracts involving a financial consideration exceeding the expenditure powers of the Executive Committee shall require approval by the Board.

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LEGAL ADVICE TO BE TAKEN.

2. The drafts of all contracts involving a financial consideration exceeding Rs.30,000/- (Rupees Thirty Thousands Only) shall be shown to a solicitor of require for advice as to the correctness of their form, before they are approved by the appropriate authority. In respect of contracts involving a financial consideration not exceeding Rs.30,000/- (Rupees Thirty Thousands Only) the authority competent to approve the form and substance of the contracts shall at its discretion decide whether the advice of a solicitor need be taken.

GENERAL PRINCIPLES TO BE BORNE IN MIND

3. The following general principles should be observed while entering into contracts on behalf of the Society: -
 - (a) The terms should be precise and definite: the quantity and quality of work to be done or supplies to be made, the specifications to be complied with, the time within which the work or supplies should be completed, the conditions to be observed, the security (if any) to be lodged, the terms upon which the payment, will be made and the penalties to be exacted for non (if any) to be exacted for non compliance with any of the terms and conditions, should be stated clearly.
 - (b) The terms of the contract once entered into should not be materially varied without the previous consent of the authority competent to approve the contract as so varied.
 - (c) Provision must be made for safeguarding the property of the Society, if any, entrusted to the contractor.
4. All contracts shall be executed on behalf of the Society in manner laid down in rule 27 of the Rules of the Society.

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V. WRITE OFF OF LOSSES ETC.

1. Irrecoverable losses of stores of any kind belonging to the Society, as well as deficiencies in the value of stores included in the stock and other accounts, may be written off by the following authorities to the extent indicated against each, provided that if the loss or deficiency discloses a defect in rules or procedures or if there has been serious negligence on the part of any employee of the Society the matter shall be brought to the notice of the Board for such action as it may consider necessary: -

Nature of loss	Authority	Monetary limit upto which the loss may be Written off in each case
Irrecoverable losses of Stores or deficiencies in the value of stores included in the stock and other accounts.	a) Secretary b) Executive Committee c) Board	Rs.5,000/- Rs.10,000/- Full Powers.

UNSERVICABLE OBSOLETE OR SURPLUS STORES

2. In cases where the stores are bodily present and cannot be said to have been lost, but have become unserviceable, obsolete or surplus, a survey report should be prepared in the form given in Annexure-VIII to these bye-laws by the Secretary or under his direction; with reference to the survey report the stores should be declared unserviceable, obsolete or surplus as the case may be by the authority who would have been competent in terms of bye-law V(1) to write off a loss equivalent to their value, and the same authority shall also indicate in the same order the mode in which the stores in question should be disposed of; provided that where the said authority holds that the stores have become unserviceable obsolete or surplus owing to negligence, fraud, etc.,

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on the part of any employee of the Society, the matter should be reported to the Board for such action as the Board may consider necessary.

VALUE OF STORES TO BE WRITTEN OFF.

3. The value of the stores to be written off or declared obsolete, unserviceable or surplus shall be the book-value where priced accounts are maintained, and the replacement value (i.e. the similar nature) where no priced accounts are maintained.

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Annexure-I to the Bye - Laws of the Institute of Hotel Management, Catering & Nutrition, Bathinda, Punjab (Society)

Submission of budget estimates and statements of accounts and the sanctioning of grants.

The State Government hereby lays down the following procedure for the submission of budget estimates by the Society, for the sanctioning of grants by the Government, and for the maintenance and submission of accounts by the Society.

1. BUDGET ESTIMATES:

- (a) By 31st August each year the Society will submit its revised estimates for the current financial year as well as its budget estimates for the ensuing financial year to the Government in the form laid down in Annexure-I to this letter. Along with the budget estimates a statement of grant-calculations will also be submitted in the prescribed form. All these documents will be submitted to the Government after due approval by the Board of Governors of the Society.
- (b) The budget estimates of the Society for the purpose of calculating the Government grant, should not reflect the recurring expenditure, if any, on the cafeteria, if one is proposed to be run by the Society the Cafeteria, should be self-supporting to the extent possible. Any proposal to subsidize the cafeteria expenditure should be separately submitted in the form of a scheme.
- (c) The various provisions indicated in Section I and II(I) of the estimates (Capital and recurring expenditure) should be explained and justified in detail and in quantitative terms in Appendix-II to the estimates

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("Working-Sheet). For instance, the provision for buildings should be justified with reference to the actual building programme; the provision for equipment should be explained with reference to the actual items proposed to be purchased; details of scholarships, fellowships, prizes and medals should be furnished; the basis of the provisions for the maintenance and repairs of

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various items should be indicated etc., In other words, an attempt should be made to give the actual calculations leading up to the provisions shown in Section I and II. Where precise and quantitative explanations are not feasible, and rough and ready estimates are made in the light of past experience are not feasible, or any other guiding factor, suitable remarks should be offered regarding the manner of estimation. The revised estimates for the current financial year should take into account the actual expenditure incurred up to the time of preparation of the estimates.

- (d) A report on the working of the Institute up-to-date should also be submitted in duplicate along with the budget estimates.
- (e) After the revised estimates for the current year and the budget estimates for the ensuing year are received by the end of August as aforesaid, they will be scrutinized by the Government, and the Government's comments, if any will be set to the Society as early as possible.

2. SANCTIONS TO GRANTS

The grants as found admissible will be released as follows: -

- a. (i) 30% (thirty percent) of the admissible grant for the recurring expenditure of a given financial year will be made available to the Society by the first week of April of that year;
- (ii) a further 30% (thirty percent) will be made available in the first week of July; and
- (iii) the balance, after the adjustment of the surplus grant for recurring expenditure, if any, carried forward from the previous year, as well as

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after such other adjustments as are found necessary, will be made available to the Society after the receipt of the revised estimates for the year in question, and as far as possible by the first week of October of that year;

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- (iv) The admissible grant for capital expenditure will also be made available in three installments along with the installments of the grant for the recurring expenditure as indicated above. However, the percentages mentioned above will not apply to the grants for capital expenditure. Such proportions of the grants for capital expenditure as are required by the Society and are considered necessary in the light of the progress and programmes of work, purchases, etc. will be made available to the Society on each occasion.
- b. For the purpose of the release of the grants in the manner aforesaid the Society will send requisitions for appropriate installments of the grant for capital and recurring expenditure respectively (i) by the first week of March; (ii) by the first week of June; and (iii) along with the revised estimates.
- c. Though the Government may issue consolidated cheques to the Society, the grants for capital and recurring expenditure will be calculated and accounted for separately.

3. MAINTENANCE OF ACCOUNTS, RECORD OF ASSETS ETC.

- (a) The Society will maintain detailed accounts of expenditure and receipts in the usual commercial manner on the basis of double entry book-keeping. At the end of the financial year the Society will get an income and expenditure account of the Institute as well as separate trading and profit and loss accounts in respect of the cafeteria, if any, compiled and audited by a reputable firm of Chartered Accountants. The accounts of the expenditure and receipts in respect of hostels and staff quarters, if

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any, should also be maintained separately pro-forma, though these receipts and expenditures will also be reflected in the main accounts of the Society. No detailed forms are being prescribed for the accounts to be maintained by the Society. The Society should maintain the
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accounts in consultation with their auditors in the form and manner in common use in commercial practice. The audited statement of accounts for the previous financial year should be submitted to the Government by the Society along with its revised estimates for the current financial year and the budget estimates for the ensuing financial year, i.e., by 31st August, positively.

- (b) The Society should also maintain a register of permanent and semi-permanent assets acquired wholly or mainly out of Government grants in the form given in Annexure-II to this letter. A copy of the register of assets should be furnished to the Government along with the audited statement of accounts annually.
- (c) The assets acquired wholly or substantially out of Govt. grants should not without the prior sanction of the Government be encumbered, disposed of, or utilized for purposes other than those for which the grants are sanctioned.
- (d) The books and accounts of the Society and its subsidiary bodies, if any, should be open to scrutiny by the Indian Audit and Accounts Department, should that Department consider such scrutiny necessary.
4. The procedure laid down in the foregoing paragraphs as well as the forms appended to this letter should be adhered to strictly. The instructions laid down in this letter are without prejudice to any obligation cast upon the Society by the provisions of its Memorandum and rules. The receipt of this letter may kindly be acknowledged and a written acceptance of the procedure and conditions indicated herein furnished as early as possible.

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Annexure-II to the Bye – Laws of the Institute of Hotel Management, Catering and Nutrition, Bathinda, Punjab, Society.

Specimen Grouping of items in the budget estimates.
(See bye – law I(b))

CAPITAL:

- i. Buildings (Institute building, Hostel building, staff quarters etc.)
- ii. Equipment, furniture fittings, and fixtures. (Equipment for the Institute, for the hostels, etc.)
- iii. Library (cost of books, almirah, racks etc.)

RECURRING:

- i) Staff (Salaries, allowances, contributions to the Provident Fund, leave salary and pension contribution in respect of borrowed staff, traveling allowances, medical benefit, uniforms and aprons etc.)
- ii) Scholarships and prizes.
- iii) Maintenance and repairs (of buildings, equipment, furniture, fixtures, lands and gardens, library).
- iv) Students' activities (Educational trips etc.)
- v) Operational costs, (Electricity, fuel, water, chemicals, light equipment, glassware, crockery, cleaning materials, conveyance and cartage, first aid etc.)
- vi) Training Food.

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- vii) Miscellaneous academic expenses (visual aids, charts, cost of text books, newspapers and periodicals, membership of societies, subscriptions etc.)
- viii) Office expenses (postage, telegram and telephone charges, printing and stationery, advertisement and publicity, contingencies etc.)
- ix) Audit fees, ban charges, insurance.

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Annexure-III to the Bye – Laws of the Institute of Hotel Management, Catering and Nutrition, Bathinda, Punjab, Society.

A. Form of Expenditure sanctions (to be accorded by Secretary).
Year 200 - 200

Budget Provisions:

Section: _____
 Group: _____
 Item No. _____
 Total amount so for sanctioned _____
 Under this item: _____

SANCTION:

In exercise of the powers vested in the by rule / bye – law/ _____ of the Rules/Bye – Laws of the Institute of Hotel Management, Catering and Nutrition, _____ Society, I hereby accord sanction to an expenditure or/not exceeding Rs. _____ (Rupees _____ Only) being incurred on _____

Dated:

Signature
 (Secretary, I.H.M.C. & N.,
 _____ Society.

B. Form of Expenditure sanctions (when accorded by the Executive Committee or the Board).
Year 200 - 200

Budget Provisions:

Section: _____
 Group: _____
 Item No. _____
 Provision: _____
 Amount so for sanctioned _____
 Under this item: _____
 Balance left: _____

RECORD OF SANCTION:

ਪ੍ਰਮਾਣਿਤ ਨਕਲ ਸਹੀ ਹੈ


 ਅਡੀਸ਼ਨਲ ਰਜਿਸਟਰਾਰ ਆਫ ਸੁਸਾਇਟੀ
 ਬਠਿੰਡਾ ਫੋਨ 0164-2212951

In exercise of the powers vested in them by rule / bye – law _____ of the Institute of Hotel Management, Catering and Nutrition, _____ Society, the Executive Committee/the Board of Governors have accorded sanction to an expenditure of/not exceeding Rs. _____ (Rupees _____ Only) being incurred on _____

(vide resolution No. _____ dt. _____ or item No. _____ the proceeding of the meeting held on _____)

Dated:

Signature
(Secretary, I.H.M.C. & N.,
_____ Society.

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Annexure-IV to the Bye – Laws of the Institute of Hotel Management, Catering and Nutrition, Bathinda, Punjab, Society.

A. FORM A OF SANCTION FOR CREATION OF POSTS.
(To be accorded by the Secretary)

In exercise of the powers vested in me by Bye – Law _____ of the Institute of Hotel Management, Catering & Nutrition, Bathinda, Punjab, Society. I hereby accord sanction to the creation of a post _____ on the pay scale of _____. The duration of the post will be _____*.

Dated:

Signature
(Secretary, I.H.M.C. & N.,
_____ Society.

*where the duration is not specified, the post will continue indefinitely.

B. FORM B OF SANCTION FOR THE CREATION OF POSTS
(Where sanctioned by the Executive Committee or the Board)

In exercise of the powers vested in them by Bye – Law _____ of the Institute of Hotel Management, Catering & Nutrition, Bathinda, Punjab, Society. The Executive Committee /The Board of Governors, have accorded sanction to the creation of post _____ vide resolution No. _____ in the proceedings of the meeting held on _____. The duration of the post will be _____*.

ਪ੍ਰਮਾਣਿਤ ਨਕਲ ਸਹੀ ਹੈ


ਅਡੀਸ਼ਨਲ ਰਜਿਸਟਰਾਰ ਆਫ਼ ਸੁਸਾਇਟੀ
ਬਠਿੰਡਾ ਫੋਨ 0164-2212951

Dated:

Signature
(Secretary, I.H.M.C. & N.,

Society.

*Where the duration is not specified, the post will continue indefinitely.

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Annexure-V to the Bye – Laws of the Institute of Hotel Management, Catering and Nutrition, Bathinda, Punjab, Society.

* * * * *

Form of offer of appointment

(To be used until the staff regulations are finalized)

INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION,
SOCIETY

Dear Sir/Madam,

Regd.A.D.

With reference to your application dated _____ the interview for which you appeared on _____ behalf of the Institute of Hotel Management, Catering & Nutrition, _____ Society, a post of _____ at the Institute.

The Terms and Conditions of the appointment will be as follows:

- i. **Pay:** - Rs. _____ plus usual allowances p.m. in the pay scale of Rs. ___
- ii. **Allowances, leave and other terms & 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 State Government.
- iii. **Nature of Appointment:** - The appointment will be on probation for a period of ___ 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 months notice given by either side, viz; yourself or the Society without assigning any reasons. After your

ਪ੍ਰਮਾਣਿਤ ਨਕਲ ਸਹੀ ਹੈ


ਅਡੀਸ਼ਨਲ ਰਜਿਸਟਰਾਰ ਆਫ ਸੁਸਾਇਟੀ
ਬਠਿੰਡਾ ਫੋਨ 0164-2212951

appointment is (confirmed, the appointment may be terminated at any time by three months 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 un-expired 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.

Contd.....P/2

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- vi. **Place of Duty:** - Your place of duty will be at the Institute of Hotel Management, Catering & Nutrition, _____ or such other place as the Board of Governors of the Institute may decide.

- vii. **Documents to be produced:** - The following original certificates should be produced for inspection and return: -

- a) Degree, Diplomas or Certificates of Educational and other Technical Qualifications.
b) The Matriculation Certificate or other acceptable proof of your Date of Birth.
c) A Character Certificate from Gazetted Officer of the Govt. of India.

If any declaration given or information furnished by you proves in 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.

ਪ੍ਰਮਾਣਿਤ ਨਕਲ ਸਹੀ ਹੈ

Yours faithfully,

✓ ਅਡੀਸ਼ਨਲ ਰਜਿਸਟਰਾਰ ਆਫ ਸੁਸਾਇਟੀ
ਬਠਿੰਡਾ ਫੋਨ 0164-2212951

For and on behalf of the

Institute of Hotel
Management Catering &
Nutrition, _____
Society.

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Annexure-VI to the Bye – Laws of the Institute of Hotel Management, Catering and Nutrition, Bathinda, Society.

* * * * *

Form of Joining Report

I, Kumari/Shri/Shrimati _____, have this
_____ day of _____ 20 _____ ; assumed appointment under the
Institute of Hotel Management, Catering & Nutrition, Bathinda, Punjab, Society in
the capacity of _____, on the terms and conditions stated in the Society's
letter No. _____ dated _____ which I have accepted.

Dated:

Signature: _____
Name(_____)

Shri/Shrimati/Kumar _____ has joined duty
under this Society as aforesaid.

ਪ੍ਰਮਾਣਿਤ ਨਕਲ ਸਹੀ ਹੈ


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ਬਠਿੰਡਾ ਫੋਨ 0164-2212951

Signature: _____
Name (_____)
I.H.M.C. & N. _____
Society.

* * * * *

Annexure-VII. Specimen of Enquiry for purchase.
Institute of Hotel Management, Catering & Nutrition, _____ Society.
Registered A.D.

Ref.No.

Dated:

Dear Sir,

I am directed to invite quotations for the supply of the following: -

- i) Articles/Stores required: _____
- ii) Number/Quantity/Volume/Weight etc. _____
- iii) Specifications: _____
- iv) Special feature, if any: _____

1. The quotations should be submitted in sealed covers super-scribed "Quotations for supply of stores to the Institute of Hotel Management, Catering & Nutrition, _____ due for _____ and sent so as to reach the undersigned (by name) not later than _____. The quotations should be kept open for acceptance till _____.
2. In submitting quotations the following points may kindly be kept in view:
 - i. The stores are required to be delivered not later than _____ days, after placement of order. In the event of such stores not being valuable, quotations may be submitted for alternate stores with complete and detailed specifications, period of delivery etc. illustrated pamphlets and literature should as far as possible be supplied with the quotations.

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- ii. The quotations should be for delivery at the premises of the Institute at _____. The stores should be in a sound condition and packed properly and sufficiently withstand transport, if any, by road or rail and to ensure that they are free from loss or damage on arrival at the destination.
- iii. The quotations should be on all inclusive rates including sales tax, other taxes and excise duty if any transport and packing cost, where necessary and other taxes will be paid only if they are legally levied, the details of the cost of the stores, taxes should be shown separately in the quotations.

Contd.....P/

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- iv. The tenderers should furnish a guarantee for a period of one year from the date of supply of the store and to rectify the defects if any that may arise in the use, develop any fault due to defective materials, design, workmanship as the Institute is expected. They should also give an undertaking to the satisfaction of the purchase or to replace the stores by new ones of the required specifications and standards, at their own cost, if any defect develops during the guarantee period, if the manufacturer's guarantee in original is proposed to be furnished by the tenderers, a copy of the guarantee may kindly be enclosed with the quotations.
- v. Payment will be arranged as soon as possible after the delivery of the stores on presentation of a bill (induplicate) giving details of the stores etc. and the amounts claimed. Sales Tax and other taxes and charges shall be shown separately.
- vi. This enquiry is without any obligation on the part of the Society. Any quotation or quotations may be rejected without assigning any reason.
- vii. Complete and detailed specifications etc. of the stores offered and other details such as material used in construction, the name of the brand, the name of the manufacturers etc. should be clearly indicated in the quotations.

ਪ੍ਰਮਾਣਿਤ ਨਕਲ ਸਹੀ ਹੈ


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3. The tender will be opened on _____ at _____ in the Room No. _____ in the premises of the Institute. Representatives of the tenderers may be present if so desired.

Yours faithfully,

For and on behalf of the
Institute of Hotel
Management Catering &
Nutrition, _____ Society.

Secretary.

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Annexure - VIII

INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, BATHINDA
PUNJAB, SOCIETY.

Report of obsolete, surplus or unserviceable stores for disposal.

Item No.	Particulars of stores	Quantity/ Weight	Book Value/ Replacement Value	Year of purchase, condition & reason for suggesting disposal	Mode of disposal suggested (Sale, Public auction or otherwise)	Remarks

ਪ੍ਰਮਾਣਿਤ ਨਕਲ ਸਹੀ ਹੈ


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Signature
Designation
Date