

**BYE-LAWS OF CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT (CHANDIGARH) SOCIETY REGD.**

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 Central and State Governments in its Memorandum and Rules as well as in any instructions or directives issued by the Central and State Governments to the Society.

**DEFINITIONS:-** In these bye-laws, except where the context indicate otherwise.

1. The expressions ‘Society’, ‘Board’, ‘Executive Committee’, ‘Secretary’, ‘Institute’, ‘State Government’ & ‘Central Government’ shall have the meaning assigned to them in the Memorandum and/or rules of the Institute of CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT (CHANDIGARH) SOCIETY ;
2. ‘Financial Year’ shall mean the financial year followed by the State and Central Governments.

**(I) Bye-Laws relating to financial, budgetary and Accounts Matters:**

**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 Rule No.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 31<sup>st</sup> 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 consider necessary and appropriate.
2. The Budget Estimates of each Financial Year as approved by the Executive Committee shall be placed before a meeting of the Board to be held before the 15<sup>th</sup> August, of the preceding Financial Year. The Board shall consider the Budget Estimates and may approve them or offer such comments or suggest such changes as it may consider necessary and appropriate.
3. Copies of the Budget Estimates and the explanatory notes as 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 and Central Governments not later than the 31<sup>st</sup> of August, of the preceding Financial Year.
5. The Budget Estimates of each Financial Years as approved by the Board and accepted by the State and Central Governments shall be reviewed and revised, at the time of preparation of the Budget Estimates for the ensuing Financial Year. These Revised Estimates submitted to the Executive Committee, the Board and the State

and Central Governments successively as indicated in bye-laws (1), (2), (3) & (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 given in Annexure - II to these bye-laws. The approval by the Board of the Budget Estimates shall constitute an approval of such grouping also. After the estimates are approved by the Board, the Executive Committee shall have full power to effect adjustments 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 instruction as have been or may be laid down by the Board to govern the procedure to be followed and the powers to be exercised by various authorities in regard to specific types or classes of cases such as the creation of posts, appointments, purchases of stores, etc. expenditure out of the funds of the Society may be sanctioned by the following authorities to the extent indicated:-

<b><u>Board of Governors:</u></b>	<b><u>Nature of Expenditure</u></b>	<b><u>Sanctioning Authority</u></b>	<b><u>Extent powers</u></b>
29.11.2006	1. Capital Expenditure	The Board	Full powers
	2. Revenue Expenditure		Not exceeding
	a) Repetitive	Secretary	Rs.20000/-P.M. on each item.
		Executive Committee	Not exceeding Rs.200000/- on each item
		Board of Governors	Full powers
	b) Non-Repetitive	Secretary	Rs.100000/-p.m. in each case
		Executive Committee	Not exceeding Rs.500000/- in each case
		The Board Governors	Full powers

### **Bank Account, withdrawal & Permanent Advance:**

- |                                   |   |
|-----------------------------------|---|
| 1. Permanent Advance              | Rs.30,000/-   |
| 2. Petty Advance                  | Rs.3000/-   |
| 3. Bank Account withdrawal by P/S | Rs.50,000/-(Cheque exceeding Rs.50,000/- only be countersigned by one of Member of Executive Committee) |

**EXPLANATION:** The expression “Repetitive” and “Non-repetitive” imply a distinction between sanctions which involve repeated payments of a fixed figure at definite intervals and sanctions which involve expenditure on one single item or a number of closely related items and which cease to be effective as soon as this expenditure has been incurred. For instance, if furniture is hired or if a shed is taken on rent on the sanction once accorded is a standing 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.

#### **b) Purchase of Vegetables, Fruits & Meat etc.:** (B.O.G.26.3.81)

The purchase of Fruit, Vegetables and Meat etc. be purchased under the personal supervision of the Storekeeper and at the end of the month Storekeeper should certify that items had been purchased at the lowest market rates after surveying the market with the provision that an occasional check should be made by the Principal of the Institute.

#### **RECORD OF SANCTIONS:**

8. The approval of the Budget Estimates by the Board shall be regard as Equivalent to financial sanctions in respect of the following items in the respective recurring expenditure budget account.
  1. Staff salaries etc. a, b, c, d, e.
  2. Scholarships
  3. Maintenance & Repair
  4. Student activities
  5. Operational Costs a, b, c, d, e, f, g, h, i.
  6. Expenditure on Training Food
  7. Miscellaneous academic expenses a, b, c, d.
  8. Office expenses, a,b, d.
  9. Bank charges.

The remainder of the items of the recurring expenditure should be covered by sanctions given by the appropriate authorities and recorded before the expenditure is actually incurred.

### **BANK ACCOUNT & WITHDRAWALS :**

9. 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 the permanent advance referred to in bye-law (10) & the moneys deposited in the fixed deposits or invested in accordance with such rules of 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 cheque signed by the Secretary of the Society provided that cheques exceeding Rs.50,000/- (Rupees fifty thousand ) shall be countersigned in addition by any one of the members of the Executive Committee. The member who so countersigns will satisfy himself that the expenditure has been sanctioned by the competent authority and that the 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**

10. A sum of Rs.30,000/- (Rupees thirty thousand) 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 to be made in cash provided that payments exceeding Rs.200/- (Rupees two hundred only) in amount shall 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 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 once a week.

### **MAINTENANCE OF ACCOUNTS:**

11. The accounts of the Society shall be maintained by the Secretary in accordance with the normal commercial principles of double entry book keeping, and all the necessary accounts, documents and books shall be maintained in accordance with common commercial practice with particular reference to the practice prevalent in catering establishments.

### **AUDIT:**

12. 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:**

13. The audited accounts of the Society for each Financial Year together with the auditor's report thereon and accompanied by such other documents, notice 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 and Central Governments by the date prescribed for such submissions.

## **II. CREATION OF POSTS AND APPOINTMENTS:-**

### **CREATION :**

(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:- (B.O.G.23.3.83)

#### **SANCTIONING AUTHORITY**

#### **EXTENT OF POWERS**

The Secretary

The creation of posts the maximum of the Pay scale of which does not exceed Rs.10300-34800+3800/-

The Executive Committee

The creation of posts the maximum of the pay scale of which does not exceed Rs.10300-34800+5000/-

The Board

Full Powers.

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

### **RECORD OF SANCTIONS TO POSTS:**

(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 filled in a Register of sanctions for posts.

### **APPOINTMENTS:**

(i) POWERS

(ii) PROCEDURE

(4) The competence of the Secretary, the Executive Committee & the Board respectively to make appointments to posts under the Society shall determined by their respective competence to create the posts in questions.

- (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 qualifications and practical experience, the appropriate age limits etc. indicating whether, and if so to what extent, these could be relaxed if the need arises; and shall then decide whether the appropriate method(s) of recruitment to the given Post(s) would be recruitment from the open market, or the promotion of suitable persons already in the employment of the Society, or the borrowing of the services of experienced persons in the employment of the State or Central 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 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 first 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 then a selection shall be made from amongst all the eligible 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 the standing selection committee to 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).

**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 candidate, he/she should be required to fill in and sign a report of having joined duty in the form given in Annexure VI.

**III. Purchase of Equipments, Stores and Supplies:** (B.O.G.26.8.81)-Purchase Power

1. The powers of various authorities in the society for incurring expenditure on the purchase of equipments, 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 equipments, materials, furnishing, linen, fittings and fixture, stationery and other articles and stores required by the society shall 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 manufacturers, suppliers or dealers, a limited tender enquiry may be addressed to all these manufactures or suppliers or dealers instead of an advertisement in the newspaper.

**And provided further** that where the articles or stores to be purchased 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.

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 tender is not available or (b) if the system of open tenders is not practicable for any reason. In such cases the purchasing authority should record its reasons for not following the method of open tender.

**ACCEPTANCE OF TENDER:**

4. Where purchases 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 advertisements or enquiry issued by the purchasing authority. If for any reason the purchasing authority decides to accept a tender other than the lowest, the reason for doing so shall be recorded.

**FORM OF TENDER ENQUIRY:**

5. Where tender enquiries are issued whether by means of advertisements or by means of a letter addressed to a limited number of suppliers, the following points shall be borne in mind.
  - (a) Enquiries shall be addressed by the Secretary for and on behalf of the Society, and acceptance 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. The form of enquiry given in Annexure – VII to these bye-laws may be used as a specimen. Please note that form is only a specimen and may be suitably varied in accordance with the nature of the articles required.

## **CONTRACTUAL IMPLICATION**

6. As the issue of letters of enquiry the receipt of quotations and their acceptance will together amount to an agreement binding upon the society the bye-laws relating to contracts contained in Section IV of these 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:**

- (1) The form and substance of contracts involving a financial consideration exceeding the expenditure powers of the Secretary shall require an approval by the Executive Committee and the form & substance of contract involving a financial consideration exceeding the expenditure powers of the Executive Committee shall require approval by the Board.

### **LEGAL ADVICE TO BE TAKEN:**

- (2) The drafts of all contracts involving a financial consideration exceeding Rs.3,000/- (Rupees three thousand only) shall be shown to a solicitor of repute 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.3000/- (Rupees three thousand only) the authority competent to approve the form and substance of the contract 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 (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.

### **EXECUTION:**

- (4) All contracts shall be executed on behalf of the Society in the manner laid down in rule 27 of the rules of the society.

## **V. WRITE OFF OF LOSSES ETC.**

### **POWERS OF SPECIFIED AUTHORITIES**

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 employees of the Society the matter shall be brought to the notice of the Board for such action as it may consider necessary.

<b><u>NATURE OF LOSS</u></b>	<b><u>AUTHORITY</u></b>	<b><u>MONETARY LIMIT UP TO WHICH THE LOSS MAY BE WRITTEN OFF IN EACH CASE</u></b>
Irrecoverable losses of stores or deficiencies in the value of stores included in the stock and other accounts.	a) Secretary	Rs.1000/-
	b) Executive Committee	Rs.10,000/-
	c) Board of Governors	Full Powers

### **UNSERVICEABLE 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-laws V(I) 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. 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 market value of a new article or item of stores of identical or similar nature) where no priced accounts are maintained.

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## ANNEXURE TO THE BYE LAWS

### ANNEXURE : I TO THE BYE LAWS OF THE CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, (CHANDIGARH), SOCIETY

**SUBJECT:** Procedure of submission of budget estimates and the Statements of Accounts and the sanctioning grants, as laid down by the Central Government.

**(i) BUDGET ESTIMATES :**

- (a) By 31<sup>st</sup> August each year the Society will submit its revised estimate for current financial year as well as the budget estimate for ensuing financial year to the Govt. in the forms laid down in Annexure–I to this letter, alongwith 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 subsidies, the cafeteria expenditure should be separately submitted in the form of a scheme.
- (c) The various provisions indicated in Section I and II (1) of the estimates (capital and recurring expenditure) should be explained and justified in details and in quantitative terms in Appendix II to the estimates (Working sheet). For instance, the provision for building 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 various items should be indicated ; In other words, an attempt should be made to give the actual calculations leading upto the provisions shown in section I & II. Where price & quantitative explanations are not feasible, and rough and ready estimates are made in the light of past experience 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 upto at the time of preparation of estimates.

- (d) A report on the working of the Institute up-to-date should also be submitted in duplicate alongwith 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 sent to the Society as early as possible.

## 2. **SANCTIONS TO GRANTS**

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

- 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 the balance, after the adjustment of surplus grant for recurring expenditure if any, carried forward from the previous year as well as 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.
- iii) The admissible grant for capital expenditure will also be made available in three installments alongwith the installments of the grant for the recurring expenditure as indicated above. However, the percentage 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 programme of works, purchases etc. will be made available to the Society of each occasion.
- iv) For the purpose of the release of the grants in the manner aforesaid the Society will send requisitions for the appropriate installments of the grants for capital and recurring expenditure respectively (i) by the first week of March (ii) by the first week of June and (iii) alongwith the revised estimate.
- v) 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 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

expenditure and receipts in respect of hostels and staff quarters, if any, should be maintained separately. Proforma though these receipts and expenditure 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 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 alongwith its revised estimates for the current financial year and the budget estimates for the ensuing financial year i.e. by 31<sup>st</sup> August positively.

- b) The Society should also maintain a register of permanent and semi permanent assets acquired wholly or mainly out of Governments Grants in the form given in Annexure –II to this letter. A Copy of the register of assets should be furnished to the Government alongwith the audited statement of accounts annually.
- c) The assets acquired wholly or substantially out of Government grants should not without the prior sanction of the Government be encumbered disposed of or utilized for purposes other than these 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 departments, should that department consider such scrutiny necessary.

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 case 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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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**ANNEXURE - I**

Face Sheet-Statement of Grant Calculation

Particulars	Estimated Budget for the year	Revised Estimate for the current F.Year	Budget estimate for the ensuing F. Year	Remarks Actual
1	2	3	4	5

**I. CAPITAL**

1. Anticipated Capital Expenditure (as per Sec.I)

2. Anticipated Capital Receipts if any (Details to be furnished in a Statement to be attached).

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3. Net Capital Exp.  
(1) minus (2)

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4. Capital Grant already Sanctioned by the Govt. in the Current Financial year

Items 4 & 5 will be applicable to Col.2 & not to 3

5. Surplus capital grants if any carried forward from the previous financial year

6. Further capital grants now required or surplus capital Grant anticipated. Difference Between (3) & the sum of 4 & 5

Total Rs.

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**II. RECURRING**

1. Anticipated recurring  
Expenditure (as per Sec.II) (1)

2. Anticipated Revenue  
Receipts (as per Sec.2)

3. Net Recurring Expenditure  
Anticipated(I) minus (2) \_\_\_\_\_  
Total Rs. \_\_\_\_\_

4. Grant in Aid already sanctioned for  
Recurring expenditure in the current  
Financial year

5. Surplus Revenue Grant  
carried forward from  
the previous year

Items 4 & 5  
applicable  
to Col.2  
& not to 3

6. Further grants now  
required or Surplus revenue  
Grant anticipated. (Difference  
Between (3) & the sum of 4 & 5) \_\_\_\_\_  
Total Rs. \_\_\_\_\_

Certified that the Revised Estimated for the year 20..... and the Budget  
Estimates for the year 20..... as detailed in the enclosed statements have been  
approved by the Board of Governors of the Society held on \_\_\_\_\_.

Dated:

Secretary  
Chandigarh Institute of Hotel Management

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**SECTION – I CAPITAL EXPENDITURE**  
**(for details see Appendix – II)**

Particulars	Estimated Budget for the year	Revised Estimate for the current F. Year	Budget estimate for the ensuing F. Year	Remarks Actual
1	2	3	4	5

**I. BUILDING**

1. Institute Building
2. Hostel
3. Staff Quarters
4. Cafeteria
5. Other subsidiary Bldg.
6. If any \_\_\_\_\_

Total Rs. \_\_\_\_\_

**II. EQUIPMENTS**

1. For the Institute
2. For the Hostels
3. For the Staff Quarters
4. For the Cafeteria
5. Other Items \_\_\_\_\_

Total Rs. \_\_\_\_\_

**III. FURNITURE, FIXTURE & FITTING**

1. For the Institute
2. For the Hostels
3. For the Staff Quarters
4. For the Cafeteria
5. Other Items \_\_\_\_\_

Total Rs. \_\_\_\_\_

**IV. LIBRARY**

Total Rs. \_\_\_\_\_

**V. OTHER ITEMS**

1. Details \_\_\_\_\_

Grant Total Rs. \_\_\_\_\_

**TOTAL CAPITAL ESTIMATES OF**

1+2+3+4+5+

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**Section –II – RECURRING EXPENDITURE & RECEIPTS**

**(1) Expenditure Estimates (for details see Appendix – I &II)**

1	2	3	4	5
<b>I. <u>STAFF</u></b>				
a) Salaries dearness, compensatory & HRA, Contribution to the Provident Fund.				
b) Leave Salary & Pension Contribution in respect of borrowed staff.				
c) Traveling allowance, Honorarium etc.				
d) Medical Charges				
e) Uniforms & Aprons				
Total Rs.				
2. Scholarships, Fellowships, Medals & Prizes Rs.				
Less Cash in hand Rs.				
Total Rs.				
<b>3. <u>Maintenance &amp; Repairs</u></b>				
a) Building				
b) Furniture, Fixture & Fitting maintenance replacement.				
c) Equipments				
Maintenance Replacement.				
d) Lands & Garden				
e) Library Maintenance				
Total Rs.				
4. Students Activities (educational Trips sports etc.				
Total Rs.				
<b>5. <u>OPERATIONAL COSTS</u></b>				
a) Electricity				
b) Fuel, Gas Coal & Oils				
c) Water Charges				

- d) Lab equipment , chemicals
- e) Light equipment not of cap. Nature
- f) Glassware & Crockery etc.
- g) Conveyance & Cartage
- h) Cleaning Material
- i) First Aid

6. Expenditure on Training Materials  
 “Training Food”

Total Rs. \_\_\_\_\_

7. **MISCELLANEOUS ACADEMIC EXPENSES**

- a) Visual Aids & Charts
- b) Cost of Text Books
- c) Newspapers & Periodicals
- d) Membership of Society subscription etc.
- e) Cost of Prospectus

Total Rs. \_\_\_\_\_

8. **OFFICE EXPENSES**

- a) Post & Telephone & Telegram Charges
- b) Printing & Stationery
- c) Advertisement & Publicity
- d) Contingencies

Total Rs. \_\_\_\_\_

9. **FIXED CHARGES**

- a) Audit Fees
- b) Bank Charges
- c) Insurance
- d) Rent

Total Rs. \_\_\_\_\_

10.

- a) Municipal Taxes on property

Total Rs. \_\_\_\_\_

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**(2) ANTICIPATED RECEIPTS**

**(Details in Appendix – III)**

Face Sheet-Statement of Grant Calculation

Particulars	Estimated Budget for the year	Revised Estimate for the current F.Year	Budget estimate for the ensuing F. Year	Remarks
1	2	3	4	5

**I. FEES**

- Registration
- Tuition
- Caution
- Examination
- Identity Card
- Medical Examination
- Physical Education
- Library
  
- 2. Collections for students activities
- 3. Sales of Prospectus and other Literature
- 4. Charges for food used in the Institute as part of Training “Training Food”
- 5. Collections of Hostel Charges
- 6. Rent electricity charges to be collected for staff quarters
  
- 7. Charges for clothing supplied if any.
- 8. Other receipts (collection for phone Calls etc.)
- 9. Cafeteria Profits
- 10. Scholarships

Total Revenue \_\_\_\_\_  
Receipt Rs.: \_\_\_\_\_

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**(Summary of Appendix – III)**

Courses	Estimated Budget for the year	Revised Estimate for the current F.Year	Budget estimate for the ensuing F. Year	Remarks
1	2	3	4	5

**I. TUTION & REGISTRATION FEES**

i) 3 Year Course

ii) Diploma Course

iii) House Wives Course

Total Rs. \_\_\_\_\_

**II. COLLECTION FOR STUDENTS**

**ACTIVITIES (TERM FEES)**

i) 3 Year Course

ii) Diploma Course

iii) House Wives Course

Total Rs. \_\_\_\_\_

**III. CHARGES FOR FOOD USED**

**FOR THE PURPOSE OF TRAINING**

**FOOD**

i) 3 Year Course

ii) Diploma Course

iii) House Wives Course

Total Rs. \_\_\_\_\_

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**( (DETAILS OF SUMMARY OF APPENDIX – III)**

I. **DIPLOMA COURSES**            20                    20                    20                    20                    20  
Charges for Food used for  
the purpose of Training  
“Training Food”

- a) House Keeping
- b) Bakery & Confectionery
- c) Food & Beverage Service
- d) Front Office Operations
- e) Canning & Food preservation
- f) Food Production
- g) Degree in dictates \_\_\_\_\_  
Total Rs. \_\_\_\_\_

II. **HOUSEWIVES COURSES**

- a) Bakery & Confectionery
- b) Cookery
- c) Canning & Food Preservation \_\_\_\_\_  
Total Rs. \_\_\_\_\_  
Grand Total Rs. \_\_\_\_\_

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**APPENDIX – III PART-I DETAIL OF STUDENTS AND INTAKE AND**  
**WORKING SHEET FOR SECTION-II (RECEIPTS)**

Entries in Column 1 to 3 need be entered only once in respect of each case and need not be repeated against the various kinds of fees etc. mentioned in each line

S. No.	Course & Particulars of the fees	Planned in take of students during the C. year	Actual in take in students during the C.yr	Planned in take of the ensuing F.yr.	Rates of the fees or other collections per head	Anticipated receipts in the C.yr. revised estimates	Anticipated receipts in the ensuing F.yr.	Remarks
	<b><u>Courses</u></b>							
1.	Registration Fees							
2.	Tuition Fees							
3.	Caution Fees							
4.	Identity Card Fees							
5.	Medical Examination Fees							
6.	Physical Education Fees							
7.	Library Fees							
8.	Examination Fees							
9.	Other Fees if any							
10.	Collections for the activity of students							
11.	Charges for food used for the training purpose							
12.	Charges for clothing supplied							
13.	Other collections from the student of the course							
	<b>Grand total</b>							

Appendix IV	Cafeteria	Estimates of Expenditure & Receipts
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N.B. A special form is not prescribed for this item. Estimate of expenditure and receipts should be given separately for the current financial year (revised Estimates) and for the ensuing Financial Year and in as detailed manner as possible

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**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**

**ACQUIRED APPENDIX – II**

**REGISTER OF ASSETS ACQUIRED WHOLLY OR SUBSTANTIALLY OUT OF GOVERNMENT GRANTS TO BE MAINTAINED BY THE INSTITUTION**

**GRAUNTEE**

**SANCTIONING AUTHORITY**

S. No.	Name of the grauntee Institution	No. & date of sanction	Amt. of the sanctioned grant	Brief purpose of the grant	Whether any conditions regarding the right of ownership of Govt. in the property of other assets acquired out the grant was incorporated in the grant in aid sanction	Particulars of assets actually created or acquired	Value of the asset as on	Purpose for which utilized at present	Encumbered or not	Reason of encumbered	Disposed off or not	Reasons and authority if any for disposal	Amt. realized on disposal	Remarks

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**ANNEXURE – II TO THE BYE LAWS OF THE INSTITUTE OF**  
**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**(SOCIETY)**

SPECIMEN GROUPING OF ITEMS IN THE BUDGET ESTIMATES  
SEE BYE LAWS I(B)

**CAPITAL**

- i) Building (Institute building, Hostel Building, Staff Quarters, etc.)
- ii) Equipments, furniture, fittings and fixtures  
( Equipment for the Institute, for the hostels etc.)
- iii) Library (cost of books, almirahs, 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, equipments, furniture & fixtures, lands and garden, library)
- iv) Student's activities (educational trips etc.).
- v) Operational Costs (electricity fuel, water chemicals, light equipments, glassware & crockery, cleaning materials, conveyance and cartage, first aid).
- vi) Training food
- vii) Miscellaneous academic expenses (visual aids, charts cost of text books, newspapers and periodicals, memberships of societies, subscription etc.)
- viii) Office expenses (postage, telegram and telephone charges printing and stationery, advertisement and publicity, contingencies etc.)
- ix) Audit fee, bank charges, insurance.

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**ANNEXURE – III TO THE BYE LAWS OF THE INSTITUTE OF**  
**CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH**  
**(SOCIETY)**

A. Form of expenditure sanctions (to be accorded by the Secretary\_

Year 20\_\_\_\_\_ 20

Budget provisions:

Sanction:	_____
Group	_____
Item No.	_____
Provisions	_____
Total amount so far sanctioned under this items	_____
Balance left	_____

**SANCTION**

In exercise of the powers vested in me by rule/bye-law/\_\_\_\_\_ of the Rules/Bye-Laws of the Institute of Chandigarh Institute of Hotel Management (Chandigarh) Society, I hereby accord sanction to an expenditure of/not exceeding Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) being incurred on \_\_\_\_\_.

Dated:

Signature :  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

B. Form of expenditure sanctions (when accorded by the Executive Committee or Board)

Year 20\_\_\_\_\_ 20

Budget provisions:

Sanction:	_____
Group	_____
Item No.	_____
Provisions	_____
Amount so far	_____

sanctioned under this items \_\_\_\_\_

**RECORD OF SANCTION**

In exercise of the powers vested in them by rule/bye-law/\_\_\_\_\_ of the Institute of Chandigarh Institute of Hotel Management (Chandigarh) Society, the Executive Committee of the Board of Governors have accorded sanction to an expenditure of not exceeding Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) being incurred on \_\_\_\_\_ \* or Item No.\_\_\_\_\_ in the proceeding of the meeting held on \_\_\_\_\_).

Dated:

Signature :  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

\* Vide Resolution No.\_\_\_\_\_ dated \_\_\_\_\_

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**ANNEXURE – IV TO THE BYE LAWS OF THE INSTITUTE OF  
CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH  
(SOCIETY)**

**A) FORM OF SANCTION OF CREATION OF POST**

(To be accorded by the Secretary)

In exercise of the powers vested in me by Bye-Laws \_\_\_\_\_ of the Institute of Chandigarh Institute of Hotel Management (Chandigarh), Society, I hereby accord sanction to the creation of post of \_\_\_\_\_ on the pay scale of \_\_\_\_\_ the duration of the post will be \_\_\_\_\_.\*

Dated:

Signature :  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

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

**B. FORM OF SANCTION FOR THE CREATION OF POST**

(Where sanction by the Executive Committee or Board)

In exercise of the powers vested in them by the Bye-Laws \_\_\_\_\_ of the Institute of Chandigarh Institute of Hotel Management (Chandigarh), Society, the Executive Committee / the Board of Governors have accorded sanction to the creation of a post of \_\_\_\_\_ in the pay scale of \_\_\_\_\_ of Item No. \_\_\_\_\_ in the proceeding of the meeting held on \_\_\_\_\_ The duration of the post will be \_\_\_\_\_.\*

Dated:

Signature  
Secretary,  
Chandigarh Institute of Hotel Management  
(Chandigarh), Society

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

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**ANNEXURE – VI TO THE BYE LAWS OF THE INSTITUTE OF  
CHANDIGARH INSTITUTE OF HOTEL MANAGEMENT, CHANDIGARH  
(SOCIETY)**

**FORM OF JOINING REPORT**

I, Shri/Shrimati \_\_\_\_\_ have this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
assumed employment under the Institute of Chandigarh Institute of Hotel Management  
(Chandigarh), 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/Kumari \_\_\_\_\_ has joined  
duty under this Society as aforesaid.

Signature \_\_\_\_\_  
( SECRETARY )  
Name \_\_\_\_\_  
Chandigarh Institute of Hotel  
Management Chandigarh Society

**N.B:** The report should be made out in triplicate. One copy should be returned after signature to the candidate, one copy kept in the file relating to the appointment of the candidate, and one copy (alongwith a copy of the offer of appointment) given to the Accountant as authority for the disbursement of pay and allowance.

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