

INSTITUTE OF HOTEL MANAGEMENT CATERING  
TECHNOLOGY & APPLIED NUTRITION  
C.I.T. Campus, Tharamani, Chennai.600 113.

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BYE - LAWS

S.No.1.

Explanatory notes regarding the drafting of the bye-laws of the Institute of Catering Technology and Applied Nutrition (Madras) Society.

1. The scope of the bye-laws. The bye-laws of the Society are intended for the regulation of the conduct of the Society's affairs by the members and employees of the Society. The bye-laws are, therefore, an essentially internal affair. In the bye-laws of many institutions matters such as the terms and conditions of service of the staff, the particulars of courses of instructions, the scale of fees, and other matters relating to academic administration are included. This does not seem to be appropriate. In any case in so far as our Institute is concerned, the details of terms, courses, fees etc., have already been given in the prospectus. There is therefore no need to repeat these matters in the bye-laws. The terms and conditions of service of the staff (pay and allowances, leave terms, medical benefits, etc.) will be laid down in a separate brochure to be entitled "Staff regulations". Similarly, regulations relating to admission into the hostels, the hostel charges, the conduct of students in the hostels, etc. can be laid down in a brochure called "Hostel regulations", which can be issued. Contributory Provident Fund/ or Pension Fund will have to be instituted by the Society, regulations relating to this Provident Fund will also have to be separately issued. In the light of the foregoing, the bye-laws need cover only the procedure to be followed and the powers to be exercised by the various authorities in the Society in regard to the framing and submission of budget estimates, the incurring of expenditure, the creation of posts and the making of appointments, the purchase of stores, the execution of contracts, the write off of losses, etc.

2. General approach.- An effort has been made in drafting these bye-laws to resist the temptation of trying to foresee every possible contingency and to legislate for every little detail. The bye-laws of some of the institutions which have been consulted suffer from this tendency. For instance, the bye-laws of one institution lay down not only that candidates for appointment shall be selected by a Selection Committee but also that the candidates should pay certain specified rates of application fees, that the Selection Committee should hold interviews, that the selected candidates shall be arranged in the order of merit, etc. This kind of detail should find no place in the bye-laws of a Society which should provide only a general framework of principles and procedures. An attempt has also been made to strike a reasonable balance between excessive rigidity and extreme flexibility. Another point which has been borne in mind is the need to delegate the powers of the Board to subordinate authorities in as large a measure as possible. A common defect in the bye-laws of institutions set up as registered societies under the Government's sponsorship is that they tend to be weighted down by governmental procedures and terminology, particularly in regard to budgetary and appointment procedures. An attempt has been made to get free of this tendency. For instance, terms such as appropriation and reappropriation have been avoided; the double need to make the budgetary exercise a real discipline and to provide at the same time for adjustments within certain limits has been met by providing for the grouping of items (see bye-law I(3)). Expressions such as 'primary units' and 'Secondary units' which play a useful role in governmental budgeting do not seem to have any significance in the budgeting of an institution like ours; the distinction between "pay of officers" and "pay of establishment" which most societies copy from the government seems wholly unnecessary. (Incidentally, certain expressions such as 'capital expenditure',

3. Relationship with the Government.- The memorandum and the rules of any government-sponsored registered society impose certain restrictions on the society vis-a-vis the government and prescribe consultation with the government in regard to certain matters such as the acquisition and disposal of immovable property, the observance of certain conditions in regard to the utilisation of grants received from the Government etc. It does not seem necessary to refer to such restrictions in the bye-laws of which the society frames for the regulation of its own affairs. For instance in the bye-laws relating to appointments it seems neither necessary nor appropriate to lay down restrictions on the powers of the Board; the Board, being the governing body of the Society, has full powers in regard to the affairs of the Society, and there can be no meaning in its imposing restrictions on itself. If the Government were to require that appointments to posts carrying a pay exceeding a specific limit should be made by the Society with the concurrence of the Government, this is a matter pertaining to the relationship between the Society and the Government and is extraneous to the bye-laws. Consistently with this view, references to the government's approval, consultation with the Government, etc., have generally been left out of the draft bye-laws. (Occasional references to the Government may, however, be found where a procedure would be unintelligible or incomplete without such a reference; for instance, as the budget estimates have to be prepared in forms prescribed by the Government, and as they have to be submitted to the Government by a prescribed date for obtaining funds, the budgetary procedure will be incomplete and unintelligible without a reference to the Government.) The powers delegated and the procedural instructions given in the bye-laws will therefore have to be read with the obligations cast upon the society vis-a-vis the Government in its Memorandum and Rules as well as in any other communications, directives, etc., issued by the Government to the Society. A note to this effect has been given at the head of the bye-laws.

4. The system of payments.- In the bye-laws relating to financial procedure the Secretary has been made solely responsible for making payments in accordance with the expenditure sanctions accorded by the appropriate authority and for the maintenance of accounts. The system of having a Treasurer distinct from the Secretary seems to be wholly undesirable. So long as an expenditure sanction has been accorded by an appropriate authority, there should be no room for procedural difficulties or delays in the incurring of expenditure. Executive responsibility necessarily involves responsibility for payment as well, and it would be quite unsound to divorce the two responsibilities from each other. As regards the proper maintenance of accounts and documents, the observance of the prescribed procedures, the adherence to the discipline of the budgetary limits etc., it is not necessary to keep a watch on these by interposing checks in the course of executive action; adequate financial control can be exercised by the Board through its periodical scrutiny of the accounts and the auditor's reports thereon. In very large commercial organisations a system of internal check is laid down, but it does not seem to be necessary to introduce such complications in a training institution of this kind. At the same time, in order to ensure that large cheques are not issued without proper authority and to prevent the possibility of defalcations, forgeries etc., provision has been made for a counter-signature of the Secretary's signature on cheques exceeding a certain figure by a member of the Executive Committee. (This figure is the same as the limit on the

S.No.3.

Secretary's expenditure powers.) It is necessary to ensure that this precaution is not misunderstood to be intended as a system of financial control, and it has therefore been specified that the member who counter-signs the cheque will satisfy himself in regard to only two matters, viz. that there is an expenditure sanction by a competent authority and that a pay order has been duly accorded by the Secretary. If, however, even this limited check is felt to be inconsistent with what has been said above, it could be omitted.

5. Forms of accounts to be maintained.- The bye-laws of certain institutions prescribe in detail the books of accounts to be maintained, the forms to be adopted for the cash book, the ledger, etc. This seems unnecessary. The normal commercial principles of double-entry book-keeping are fairly well understood and any accountant with commercial qualifications should be able to maintain the usual books without an attempt by the Board to lay down the details of such books. The draft bye-laws contain therefore merely a provision that the accounts shall be maintained in accordance with the normal commercial principles and that the usual documents shall be kept in accordance with common commercial practice.

6. Contracts.- In the bye-laws relating to contracts, a provision is often found to the effect that drafts of contracts involving a financial consideration exceeding a certain figure should be submitted to the Solicitor to the Government of India. Such a provision has not been included in these draft bye-laws, as it seems unnecessary that a reference should be made to the Government by the Society before executing a contract. What is required is that sound legal advice should be obtained. A provision has therefore been made for consulting a Solicitor (not the Solicitor to the Government) where the financial consideration involved exceeds a specified figure; and where the consideration involved is less than the specified figure, it has been left to the discretion of the authority approving the contract to decide whether legal advice should be taken.

To

The Chairman & Members of the  
Board of Governors,  
Institute of Catering Technology  
and Applied Nutrition (Madras) Society,  
MADRAS.

M.E. - The procedures prescribed and powers delegated in these bye-laws should be read with the obligations cast on the Society vis-a-vis the Central and State Governments in its Memorandum and Rules as well as in any instructions or directives issued by the Central & State Governments to the Society.

Definitions. In these bye-laws, except where the context indicates otherwise,

(i) the expressions 'Society', 'Board', 'Executive Committee', 'Secretary', 'Institute', 'State Government' and 'Central Government' shall have the meanings assigned to them in the Memorandum and/or the Rules of the Institute of Catering Technology and Applied Nutrition (Madras) Society; and

(ii) 'financial year' shall mean the financial year followed by the State and Central Governments.

-10:-

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 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 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 15th of 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 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 & Central Governments not later than the 31st of August of the preceding financial year. The budget estimates to be forwarded to the Central Government in accordance with the above provision shall comply with the instructions in Annexure I.

(5) The Budget estimates of each financial year as approved by the Board and accepted by the State & Central Government shall be reviewed and revised

Contd...2...

\* The State Government's letter (together with its enclosures) on the subject of the submission of budget estimates by the Society and the sanctioning of funds is reproduced as Annexure I to these bye-laws.

estimates for the ensuing financial year. These revised estimates shall be submitted to the Executive Committee, the Board and the State and Central Governments successively as indicated in bye-laws I(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 given in Annexure II to these bye-laws. The approval by the Board of the budget estimates shall constitute an approval of such groupings also. After the estimates are approved by the Board, the Executive Committee shall have full powers to effect adjustments among the items within a group so long as the total expenditure estimate 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 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:-

Nature of expenditure.	Sanctioning Authority.	Extent of powers.
1. Capital Expenditure	The Board.	Full powers.
2. Revenue Expenditure.	(a) Repetitive	Secretary
		Executive Committee.
		The Board.
	(b) Non-repetitive.	Secretary.
	Executive Committee.	Rs. 500/- (Rupees five hundred) in each case.
	Executive Committee.	Rs. 3,000/- (rupees three thousand in each case).
	The Board.	Full Powers.

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, etc., 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.

(6)

Extract of the Minutes of the 46th Meeting of the Board of  
Governors in their meeting held on 11.4.1997:

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Item. II.

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Enhancement of financial powers to Principal for signing the  
cheques upto Rs.30,000/- - Ratification.

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Noted by the Board.

/True extract/

Extract of the Minutes of the 77<sup>th</sup> Meeting of the Board of Governors in their meeting held on 18.03.2015

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**ITEM 77.5**

Enhancement of financial powers to Principal for Signing the cheques upto Rs.1,00,000.00 ratification



High Court of Madras for contesting.

Extract of minutes of BOC meeting held on 27-6-89.

Item XXII.

Enhancing the limit of signing of cheques by Principal & Secretary upto Rs.10,000/- from Rs.5,000/.

The Principal brought to the notice of the Board that the Director of Technical Education, Madras has desired that the Principal may be empowered to sign cheques irrespective of any limit. (Now Principal can himself authenticate cheques upto Rs.5,000/- in each case and cheques above Rs.5,000/- have to be signed Principal and countersigned by the Director of Technical Education, Madras). The existing limit of signing of cheques by the Principal & Secretary upto Rs.5,000/- fixed long years ago is very low.

Accordingly Board authorised the Principal & Secretary to authenticate the cheques upto Rs.10,000/- in each case and position may be reviewed if any difficulty arises in future.

The Director of Technical Education, Madras was requested to countersign the cheques, value of which exceeds Rs.10,000/- in each case.

Extract of the Minutes of the Meeting of the Board of Governors of the Institute of Hotel Management Catering Technology & Applied Nutrition (Madras) Society, Madras-600113 held on 31.1.86 at the Institute premises.

RESOLUTION NO.VII.

Enhancement of powers of Principal & Secretary to Authenticate cheques - Reg.

The Board resolved that Principal as Secretary be authorised to sign cheques upto Rs.5,000/- as against the present limit of Rs.2,000/- in each case. Further the Board decided that where payment exceeds Rs.5000/- such cheques will continue to be countersigned by Member & Convenor- Executive Committee (Director of Technical Education, Madras). This will come into force with immediate effect.

Necessary amendment to Clause No.I(9) of Bye-Laws of the Society may be incorporated.

Qsd) P.Ananda Rau,  
Member/Board of Governors &  
Nominated Chairman/Board of  
Governors  
Representing:

Hon.Thiru R.M.Veerappan,  
Chairman/Board of Governors,  
I.H.M.C.T.A.N(M) Society &  
Minister for Information &  
Religious Endowments,  
Govt. of Tamil Nadu, Madras-9.

(True copy)

S Shear  
ADMINISTRATIVE OFFICER.

21-7-86

14.7.86.

to the  
Board

S.No.7  
Record of  
Sanctions.

(8) The approval of the budget estimates by the Board shall be regarded 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.
- (4) Student activities.
- (5) Operation of bus 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

(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 I(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.1000/- (rupees ~~one thousand~~ only) shall be counter-signed 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.

15/5/58  
16/5/58

*changed in the meeting of 16/5/58 B.G.C. on 2-4-58*

(10) A sum of Rs.500/- (Rupees five hundred 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 in cash, provided that payments exceeding Rs.50/- (Rupees fifty 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 a 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 once a week.

Finance  
Accounts.

(11) The accounts of the Society shall be maintained by the Secretary in accordance with the normal commercial principles of double entry bookkeeping, 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.

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

Accounts  
audited

(13) 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

Extract of Resolution No.17 of Minutes of Board of Governors meeting held on 28.7.1973 at 10.30 A.M. of Institute of Catering Technology & Applied Nutrition, Madras.20.

Resolution No.17.

The Board approved the recommendations of the Executive Committee to authorise the Secretary to make appointments to non-teaching posts, the maximum pay scale of which does not exceed Rs.700/- and the Executive committee for posts (including teaching) the maximum scale of pay of which does not exceed Rs.950/-.

/true copy/

(Sd) V.R.Nedunchezhiyan,  
Chairman,  
Board of Governors,

Extract of minutes of BOC meeting held on 27.6.59.

Item XXII.

Enhancing the limit of signing of cheques by Principal & Secretary upto Rs.10,000/- from Rs.5,000/-.

The Principal brought to the notice of the Board that the Director of Technical Education, Madras has desired that the Principal may be empowered to sign cheques, irrespective of any limit. (Now Principal can himself authenticate cheques upto Rs.5,000/- in each case and cheques above Rs.5,000/- have to be signed Principal and countersigned by the Director of Technical Education, Madras). The existing limit of signing of cheques by the Principal & Secretary upto Rs.5,000/- fixed long years ago is very low.

Accordingly Board authorised the Principal & Secretary to authenticate the cheques upto Rs.10,000/- in each case and position may be reviewed if any difficulty arises in future.

The Director of Technical Education, Madras was requested to countersign the cheques, value of which exceeds Rs.10,000/- in each case.

STATEMENT I. (Teaching Grade)

Name of Post	No. of Post	Existing Scale of pay	Revised Scale of pay	Selection Grade
1	2	3	4	5
1. Senior Lecturer/Instructors	11	600-40-1000	750-50-1350	800-50-1200-60-1500 (1)
2. Asst. Lecturer/Asst. Instructors	8	540-25-750	675-35-885-45-1200	750-50-1350
3. Demonstrators	5	325-15-550	450-20-590-25-740-30-800	525-25-675-30-855-35-925
4. Asst. Demonstrators	4	275-10-375-15-450	400-15-490-20-650-25-700	450-20-590-25-740-30-800
5. Trainee Demonstrators	3	210-5-245-10-325	350-10-425-15-600	400-15-490-20-650-25-700
6. Commercial Assistant	1	275-10-375-15-450	400-15-490-20-650-25-700	450-20-590-25-740-30-800
7. Maintenance Engineer	1	325-15-475-20-575-25-650	525-25-675-30-855-35-925	600-30-750-35-890-40-1030
8. Physical Director	1	325-15-550	450-20-590-25-740-30-800	525-25-675-30-855-35-925

STATEMENT II. (Non-Teaching Grade)

Name of Post	No. of Post	Existing Scale of pay	Revised Scale of pay	Selection Grade
1	2	3	4	5
1. Administrative Officer	1	575-25-600-40-1000	750-50-1350	850-50-1200-1500
2. Cashier	1	350-15-475-25-600	525-25-675-30-855-35-925	675-35-885-1200
3. Store Keeper	1	250-10-300-15-400-+ Spl. Pay of Rs. 10/-	400-15-490-20-650-25-700	450-20-590-25-740-30-800
4. Assistants	2	250-10-300-15-450	400-15-490-20-650-25-700	450-20-590-25-740-30-800

	1	2	3	4	5
5. Maintenance Technician	1	350-70-300-15-450	100-15-490-20-650	25-700	450-25-590-15-740-30-800
6. Steno. Typist	1	210-5-245-10-325	325 + S. Pay Rs. 25/-	350-10-420-15-600	490-15-590-20-650-25-700
7. Typist-cum-J. A.	1	325 + Spl. Pay Rs. 10/-	350-10-420-15-600	490-15-590-20-650-25-700	
8. Junior Assistants	5	210-5-245-10-325	350-10-420-15-600	490-15-590-20-650-25-700	
9. Asst. Store-keeper	2	210-5-245-10-325	350-10-420-15-600	490-15-590-20-650-25-700	
10. Skilled Attenders.	3	160-5-240-10-295	315-10-445-15-475	550	
11. Laboratory Staff	13	140-3-155-4-175	5-325-10-425	310-10-470-15-500	
12. Driver	1	180-5-230-10-270 + Spl. Allowance Rs. 30/-	310-40-470-15-500	325-10-445-15-550 Spl. Allowance 400-15-490-20-650-25-700	
13. Watchman	5	140-3-155-4-175	5-325-10-425	310-10-470-15-500	
14. Headman	1	140-3-155-4-175	5-325-10-425	310-10-470-15-500	
15. Gardeners	2	130-3-160-4-180	5-330-10-400	265-5-325-10-425	
16. Sweepers	6	130-3-160-4-180	5-330-10-400	265-5-325-10-425	
17. Office Boy/Counterhand/Watchman, Gr. II)	6	130-3-160-4-180	5-330-10-400	265-5-325-10-425	

/True copy/

for DIRECTOR OF TECHNICAL EDUCATION.

*[Signature]*

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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 submission.

II. Creation of posts and appointments.

Creation (1) Subject to the availability of funds in the approved budget of posts, get estimates; Power of creation of posts should be vested solely on the Board at the recommendation of the Executive and the appointment to posts so sanctioned shall be made by the following authorities to the extent indicated:-

Appointing authority.

Extent of powers.

The Secretary.

The appointment to posts the maximum of the pay scale of which does not exceed Rs.300/- 700/- per month. (Excluding teaching posts)

The Executive Committee.

The appointment to posts the maximum of the pay scale of which does not exceed Rs.600/- 950/- per month.

The Board.

Full Powers.

(2) The powers of creation of posts vested by bye-law II(1) above shall be exercised by the Board 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 per appropriate) given in Annexure IV and these shall be filled in a Register of Sanctions for posts.

Appointments: Powers.

(4) Deleted.

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 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 Governments or other organisations, 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 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 a 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-law 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 or she should be required to fill in and sign a report of having joined duty in the form given in Annexure VI.

Purchase of powers.

III. Purchase of equipment, Stores and supplies.

(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-law 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 newspaper.

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 manufacturers or suppliers or dealers instead of an advertisement in the newspapers;

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 tenders 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 an 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 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 reason for doing so shall be recorded.

of 5f  
tender

(5) Where tender enquiries are issued whether by means of advertisement 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 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  
obligations

(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.

competent  
to approve  
contracts.

(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.

shall  
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 Legal Advisor 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.3,000/- (Rupees three 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

\*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.

AMENDMENT TO CLAUSE V (1) OF BYE-LAWS OF THE SOCIETY.

EXTRACT of the Minutes of the meeting of the Board of Governors of the Institute of Hotel Management Catering Technology and Applied Nutrition (Madras) Society, Madras-113 held on 31st Jan '66 at 2.30 P.M. at the Institute premises.

ITEM - III

ENHANCEMENT OF LIMIT FOR WRITE OFF OF OBSOLETE STORES BY PRINCIPAL & SECRETARY - REG.

The Board was informed that the delegation of powers for Secretary (Principal) to order to write off of obsolete stores and unserviceable articles is now limited to Rs.100/- for each item in respect of assets of non-capital nature viz. glassware, cutlery, crockery/linen/light equipment-operational etc. This limit was fixed 22 years ago in 1963 when the Institute was established and as such there is very heavy escalation of cost and rise in prices of articles over two decades. Basing on this factual consideration, the Board unanimously decided to enhance the delegation of powers of the Principal as Secretary of the Society to order write off of obsolete and unserviceable items (Not Capital nature) value of which does not exceed Rs.1,000/- per item with immediate effect.

Necessary amendment to clause No.V(1) of Bye-laws of the Society may be incorporated.

(Sd) P. ANANDA RAU  
MEMBER/BOARD OF GOVERNORS &  
NOMINATED CHAIRMAN/BOARD OF GOVERNORS

Representing:

Hon. THIRU R. N. VEEFAPPAN,  
CHAIRMAN/BOARD OF GOVERNORS,  
I.H.M.C.T.A.N. (MADRAS) SOCIETY &  
MINISTER FOR INFORMATION AND  
RELIGIOUS ENDOWMENTS,  
GOVT. OF TAMIL NADU, MADRAS-9.

/true extract/

*S. S. Srinivasan*  
Administrative Officer,  
INSTITUTE OF HOTEL MANAGEMENT CATERING  
TECHNOLOGY AND APPLIED NUTRITION,  
M. T. CAMPUS, THIRUVANMIKURAI, T. N.

S.No.11.

---7---

leged, 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.

(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.

(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 Rs.1000/-
- b) Executive Committee. Rs.1000/-
- c) Board. Full Powers.

*Handwritten note:* CW-8 31.1.58

(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., 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.

S.No.13  
Annexure-I to the Bye-laws of the I.C.T.A.N. (Madras),  
Society.  
(Copy of letter from the State Government.)

-:0:-  
Subject: Submission of budget estimates and  
final accounts and the  
sanctioning of grants.  
-:0:-

I am directed to invite a reference to paragraph 3(xv) and (xvi) of the Memorandum of Association of the Society and also to the Rules of the Society and to say that the Central 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 the budget estimates for the ensuing financial year to the Government in the forms laid down in Annexure-I to this letter. Along with the budget estimates a statement of grant-allocations will also be submitted in the prescribed form. All these documents will be submitted to the Government after the 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 subsidise the cafeteria expenditure should be separately submitted in the form of a scheme.

(c) The various provisions indicated in Sections I and II of the estimates (capital and recurring expenditure) should be explained and justified in detail and in quantitative terms in Appendix-II to the estimates ("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 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; etc., etc. In other words, an attempt should be made to give the actual working 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 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 estimates.

(d) A report on the working of the Institute up-to-date should also be submitted in duplicate along with the budget estimates.

(c) 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 scrutinised 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

(iii) the balance, after the adjustment of the 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;

(iv) The admissible grant for capital expenditure will also be made available in three instalments along with the instalments 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 programme of works, 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 the appropriate instalments 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 expenditure and receipts in respect of hostels and staff quarters, if 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 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 Government grants should not without the prior sanction of the Government be encumbered, disposed of, or utilised 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.

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.



S.No.16.

Annexure I to letter from the State Government.

INSTITUTE OF CATERING TECHNOLOGY AND APPLIED NUTRITION  
(MADRAS) SOCIETY.

Form of Budget Estimates.

Face-Sheet - Statement of Grant Calculations.

Particulars.	Revised Estimates for the current financial year (198 -198 )	Budget Estimates for the ensuing financial year: (198 -198 )	Remarks Actual of the previous year.
1.	2.	3.	4.
<b>I. CAPITAL.</b>			
(1) Anticipated Capital expenditure (as per Sec. I)			
(2) Anticipated Capital receipts, if any (Details to be furnished in a statement to be attached.			
(3) Nett capital expenditure anticipated (1) minus (2).			
(4) Capital grant already sanctioned by the Govt. in the current financial year.			
(5) Surplus capital grant, if any, carried forward from the previous financial year,			* Items 4 & 5 will be applicable only to Col.2 and not to Col.3.
(6) Further capital grant now required. OR surplus capital grant anticipated.		(A)	(B)
Difference between (3) and the sum of (4) and (5) above.			

**II. RECURRING.**

(1) Anticipated recurring expenditure (as per Sect. II (1) )			
(2) Anticipated revenue receipts (as per Sect. II (2) )			
(3) Nett recurring expenditure anticipated (1) Minus (2)			

G.No.17.

--2--

(1)	(2)	(3)	(4)
-----	-----	-----	-----

(4) Grant-in-aid already sanctioned for recurring expenditure in the current financial year.\*

\*Items (4) & (5) applicable only to Col.2 and not to Col.3.

(5) Surplus revenue grant carried forward from previous year.

(3) Further grant required of surplus revenue grant anticipated.

(Difference between (3) and the sum of (4) and (5) above.	(B)	(D)
---	-----	-----

Certified that the revised estimates for the year 196 - 19 and the budget estimates for the year 19 - 19 as detailed in the enclosed statements have been approved by the Board of Governors of the Society.

Date: \_\_\_\_\_

SECRETARY  
 Institute of Catering Technology  
 and Applied Nutrition (Madras)  
 Society.

S.No.18.

INSTITUTE OF CATERING TECHNOLOGY & APPLIED NUTRITION (MADRAS)  
SOCIETY.

Estimates of Expenditure and Receipts.  
-101-

(Revised estimates for 19 -19 and budget estimates for  
19 -19 ).

SECTION II Capital expenditure.  
(for details see Appendix-II)

Particulars.	Revised Estimates for current financial year (19 -19)	Budget estimates for ensuing financial year (19 -19).	Remarks.
--------------	---	---	----------

1. BUILDINGS.

- (i) Institute build-
  - (ii) Hostel.
  - (iii) Staff quarters.
  - (iv) Cafeteria
  - (v) Other subsidiary buildings, if any.
- Total Buildings

2. EQUIPMENT.

- (i) for the Institute
  - (ii) for the hostels.
  - (iii) for the staff quarters.
  - (iv) for the Cafeteria.
  - (v) other items.
- Total Equipment.

3. FURNITURE

- (i) for the Institute etc., etc
  - (ii) for the hostels.
  - (iii) for the staff quarters.
  - (iv) for the Cafeteria.
  - (v) Other items.
- Total Furniture

4. LIGHTING.

5. OTHER ITEMS.  
Details.

Total Capital.

Section-III Accounting Expenditure and Receipts.

(1) Expenditure Estimates.  
(For details see Appendices I & II)

Particulars.	Revised estimates for current (19 - 19 )	Budget estimates for ensuing financial year (19 - 19 )	Remarks.
<b>i. STAFF</b>			
(a) Salaries, dearness, compensatory and house rent allowances, contribution to the provident fund etc.			
(b) Leave salary and pension contributions in respect of borrowed staff.			
(c) Travelling allowance honoraria, etc.			
(d) Medical charges.			
2. Uniform and aprons.			
3. Scholarships, fellowships, medals and prizes.			
4. Maintenance and repairs of equipments.			
5. Maintenance and repairs of furniture, fixtures and fittings.			
6. Maintenance and repairs of buildings.			
7. Maintenance and repairs of lands and gardens.			
8. Students' activities (expenditure on educational trips etc.)			
9. Library - Maintenance costs.			
10. Electricity.			
11. Fuel (gas, coal, oil).			
12. Water charges.			
13. Crockery, glass-ware, linen, etc.			
14. Conveyance and cartage etc.			
15. Cleaning materials.			
16. Expenditure on training materials (Training food,)			
17. Laboratory expenses (Chemicals, breakage etc.)			
18. Light equipment (not of a capital nature).			

S.No.20.

Particulars.	Revised estimates for current finan- cial year (196 - 196 )	Budget esti- mates for ensuing financial year (196 -196 )	Re- marks.
--------------	---	--	---------------

- 19. Newspapers and periodicals.
- 20. Memberships of societies, subscriptions etc.
- 21. Postage, telegrams, tele-  
phone charges etc.
- 22. Printing and Stationery.
- 23. Advertisements and publi-  
city.
- 24. Insurance.
- 25. Office cost agencies.
- 26. Miscellaneous expenses.
- 27. Audit fees.
- 28. Bank charges
- 29. Other items if any.
- 30.
- 31.
- 32.

Total recurring  
expenditure.

S.No.31.

2. ANTICIPATED RECEIPTS.

(See also in Appendix --III)

Particulars.	Revised estimates for current year (198 -198 ).	Budget estimates for ensuing year (198 -198)).	Remarks.
1. Fees (registration, tuition, caution, examination, identity card, medical examination, physical education, library etc.)			
2. Collections for students activities.			
3. Sale of prospectus and other literature.			
4. Charges for food served in the institute as part of training.			
5. Collections of hostel charges etc.			
6. Rent, electricity charges etc. to be collected for staff quarters.			
7. Charges for clothing supplied, if any.			
8. Other receipts (collections for phone calls etc.)			
9.			
10.			
11.			
12.			
Total revenue receipts.			



S.No.23.

Name of posts.	Pay scale.	Number sanctioned at present.	Number in position.	Number proposed to be added during current financial year (1965-1966).	Number proposed to be added during ensuing financial year (1966-1967).	Remarks.

IV. Subordinate & menial staff.

- 1.
  - 2.
  - 3.
  - 4.
5. Daily Aided.

Contd..3..





( Appendix-I ) Part 3. Details of probable expenditure on staff during the ensuing financial year i.e. 196 -196 .

1.	2.	3.	4.	5a		5b		6a		6b		7a	7b	8a	8b	9	10	11	
				Dearness allowance	House rent allowance	City Compen-satory allowance	Contri-bution to the Provident Fund.	Total pay and allow-ances during the ensu-ing financial year.	Leave & salary contribution	Re-marks.									
Name, designation and pay scale.	Pay on 1st April of the ensuing financial year.	Date and amount of increment if any.	Total pay for the en-p.m. and year on pe-the basis of (2) & (3)	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate

Part 4. Estimates of Travelling and other allowances, medical charges etc. (N.B. Details to be furnished separately for the revised estimates for the current financial year and the budget estimates of the ensuing year.)

S.No.26.

APPENDIX--II Working sheets for Section I and II (1)  
for items other than those explained in Appendix--I).

N.B: Entries should be as quantitative as possible, where  
rough or approximate estimates are given, some remarks  
should be offered regarding the manner of estimation.

Particulars.	Unit of expenditure,* physical programme, basis of calculations etc.	Amount.	
		Revised estimates for current year (196 196 ).	Budget estimates for ensu- ring year (196 -196 )

\* as a good deal of detail will have to be entered in this column,  
it should be given the greatest width.

N.B: As many sheets as necessary should be attached, with  
these rulings.

S.No.27.

APPENDIX III Date of student-intake and working sheet for Section II (2) (Receipts)

N.B: Entries in Column 2 to 4 need be entered only once in k respect of each course and need not be repeated against the various kinds of fees etc. mentioned in each line.

1.	2.	3.	4.	5.	6.	7.	8.
Courses and particulars of fees, etc.	Planned intake of students during current financial year. (196 - 196 )	Actual intake of students during current financial year. (196 - 196 )	Planned intake for ensuing financial year.	Rates of fees or other collections per head.	Anticipated receipts in current financial year (revised estimates) (196 -196 )	Anticipated receipts in ensuing financial year. (196 -196 )	Remarks.

I. 4 years - Course.

- (i) (a) Registration fees
- (b) Tuition fees.
- (c) Caution fees
- (d) Identity Card Fees.
- (e) Medical examination fees.
- (f) Physical education fees.
- (g) Library fees.
- (h) Examination fees other fees if any, (to be detailed)

Total fees for 4 years course.

- (ii) Collections for students activities.
- (iii) Charges for food used for the purpose of training (Training food)

1.	2.	3.	4.	5.	6.	7.	8.
(iv) Charges for clothing supplied, if any.							
(v) Other receipts, if any.							
Total collections from 4 years course students.							

(iv) Charges for clothing supplied, if any.  
 (v) Other receipts, if any.  
 Total collections from 4 years course students.

II. 3 year course.

- (i) (a) Registration fees.
  - (b) Tuition fees.
  - (c) Caution fees.
  - (d) Identity Card fees.
  - (e) Medical Examination fees.
  - (f) Physical education fees.
  - (g) Library fees.
  - (h) Examination fees.
  - (i) Other fees, if any (to be detailed)
- Total fees for 3 Year course.

- (ii) Collections for students activities.
  - (iii) Charges for food used for the purpose of training (Training food).
  - (iv) Charges for clothing supplied, if any.
  - (v) Other receipts, if any.
- Total Collections from 3 years

b.10.29.

1.	2.	3.	4.	5.	6.	7.
----	----	----	----	----	----	----

III. Craft Certificate Course\*

- (i) (a) Registration fees.
- (b) Tuition fees.
- (c) Caution fees.
- (d) Identity Card fees.
- (e) Medical examination fees.
- (f) Physical education fees.
- (g) Library fees.
- (h) Examination fees.
- (i) Other fees, if any.

Total fees for the course.

- (ii) Collections for student activities.
  - (iii) Charges for food used for the purposes of training (Training food).
  - (iv) Charges for clothing supplied, if any.
  - (v) Other receipts, if any.
- Total Collections from the students of the course.

\* Details should be furnished separately for each craft course. The sub-division of the course should be indicated by C, and under Part III

1.	2.	3.	4.	5.	6.	7.	8.
<u>IV. House-wives Course f.</u>							
(i)	(a) Registration fees.						
	(b) Tuition fees.						
	(c) Caution fees.						
	(d) Identity Card fees.						
	(e) Medical examination fees.						
	(f) Physical education fees.						
	(g) Library fees.						
	(h) Examination fees.						
	(i) Other fees, if any.						
	Total fees for House-wives course.						

- (ii) Collection for students' activities.
  - (iii) Charges for food used for the purpose of training (training food)
  - (iv) Charges for clothing supplied if any.
  - (v) Other receipts, if any.
- Total collections for House-wives' course.

f. Details should be furnished separately for each course the same sub. divisions being maintained. The courses could be numbered A, B, C, etc. under Item IV.

Contd..5.

S.No.31.

1.	2.	3.	4.	5.	6.	7.	8.
----	----	----	----	----	----	----	----

V. Collections of Hostel Charges.

VI. Collections of rents for staff quarters electricity charges etc. (Details to be furnished separately).

Grand Total:

38



S.No.32.

-----  
Appendix-IV - Cafeteria - Estimates of expenditure & receipts.  
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N.B.: A special form is not prescribed for this item. Estimates of expenditure and receipts should be given separately for the current financial year (revised estimate) and for the ensuing financial year, and in an abridged manner as possible.  
-----

S.No.33.

Annexure-II to the Department of Food letter No.6(9)/62-Tech.II dated the 9th October, 1962.

Register of Assets acquired wholly or substantially out of Government grants.  
(To be maintained by the Grantee Institutions.)

S.No.	Name of Grantee Institution.	No. and date of sanction.	Amount of the sanctioned grant.	Brief of the purpose of the grant.	Whether any condition regarding the right of ownership of Govt. in the property (or other assets) acquired out of the grant was incorporated in the grant-in-aid sanction.	Particulars of assets actually created for acquisition.	Value of the Assets as on ( )	Purpose for which utilized on ( )	Encumbered or not.	Reason if encumbered.	Disposal of or fact.	Reason on land authority if any, for disposal.	Amount Realized or used for disposal.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.

S.No.34.

Annexure-II to the Bye-laws of the Institute of Catering Technology and Applied Nutrition (Madras) Society.

Specimen grouping of items in the Budget estimates.  
(See bye-law I (b))

CAPITAL.

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

RECURRENTS.

- (i) Staff (Salaries, Allowances, contributions to the Provident Fund, leave salary and pension contribution in respect of borrowed staff, travelling 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.
- (vii) Miscellaneous academic expenses (visual aids, charts, text books, newspapers and periodicals, membership of societies, subscription etc.)
- (viii) Office expenses. (postage, telegram and telephone charges, printing and stationery, advertisement and publicity, contingencies etc.)
- (ix) Audit fees, bank charges, insurance.

S.No.35.

Annexure-III to the bye-laws of the Institute of Catering Technology and Applied Nutrition (Madras) Society.

A. Form of Expenditure sanction (When accorded by the Executive Committee of the Board.)

Year 19 - 19

Budget Provision:-

Section: \_\_\_\_\_  
Group: \_\_\_\_\_  
Item No: \_\_\_\_\_  
Provision: \_\_\_\_\_  
Amount so far sanctioned under this item: \_\_\_\_\_  
Balance left: \_\_\_\_\_

Record of sanction.

In exercise of the powers vested in them by rule/bye-law \_\_\_\_\_ of the Institute of Catering Technology and Applied Nutrition (Madras) Society, the Executive Committee of the Board of Governors have accorded sanction to a expenditure of not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only being incurred on \_\_\_\_\_

\_\_\_\_\_, (Vide resolution No. \_\_\_\_\_ dt. \_\_\_\_\_ or item No. \_\_\_\_\_ in the proceeding of the meeting held on \_\_\_\_\_).

Signature:-  
(Secretary, I.C.T.A.N.  
(Madras) Society).

Date:-

-:0:-

Annexure IV.

B. Form of sanction for the creation of posts.

In exercise of the powers vested in them by bye-law \_\_\_\_\_ of the Institute of Catering Technology and Applied Nutrition (Madras) Society, the Executive Committee/the Board of Governors, have accorded sanction to the creation of a post of \_\_\_\_\_ in the pay scale \_\_\_\_\_ vide resolution No. \_\_\_\_\_ dated \_\_\_\_\_, or item No. \_\_\_\_\_ in the proceedings of the meeting held on \_\_\_\_\_. The duration of the post will be \_\_\_\_\_.\*

Signature:-  
(Secretary I.C.T.A.N. (Madras)  
Society.)

Date:-

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

43

S.No.36,

Annexure-V to the bye-laws of the Institute of Catering Technology and Applied Nutrition (Madras) Society.

-:0:-

Form of offer of appointment (A)

(to be used until the staff regulations are finalised)

Registered A.D.

INSTITUTE OF CATERING TECHNOLOGY AND APPLIED NUTRITION,  
(MADRAS) SOCIETY, MADRAS.

To, \_\_\_\_\_

Madras, the \_\_\_\_\_

To,

Dear Sir/Madam,

With reference to (a) your application dated \_\_\_\_\_  
(b)\* the interview for which you appeared on \_\_\_\_\_, I have been authorized to offer you on behalf of the Institute of Catering Technology and Applied Nutrition (Madras) Society, a temporary post of \_\_\_\_\_ at the Institute.

2. The terms and conditions of the appointment will be as follows:-

- i) Pay:- Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only per month).
- ii) Allowances: a) Dearness Allowance - as per the State Government Regulations.
- iii) Nature of appointment: The appointment will be subject to confirmation at the end of <sup>2 years</sup> ~~12 months~~ probationary period and will then be subject to the usual conditions of employment as laid down by the Institute of Catering Technology & Applied Nutrition (Madras) Society.
- iv) Notice of termination: The appointment may be terminated according to the terms and conditions of employment of staff laid down by the Board.
- v) Place of duty: Your place of duty for the present will be at the Institute of Catering Technology & Applied Nutrition, Madras.
- vi) Documents to be produced: The following original certificates should be produced for inspection and return.
  - a) Degrees, diplomas, or certificates of Educational and other Technical qualifications;

\* Strike out either (a) or (b).

P.T.O.

S.L.No.37.

- b) the matriculation certificate or other acceptable proof of your date of birth; and
- c) a character certificate in the form enclosed from a gazetted officer of the Govt. of India.

3. If any declaration given or information furnished by you proves to be false or if you are found to have wilfully suppressed any material information you will be liable to removal from service and such other action as the Society may deem necessary.

4. 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.

5. On the receipt of your acceptance of this offer instruction will be communicated to you regarding your medical examination. Please note that this offer is subject to your being examined and found fit by a medical authority nominated by the Society. If you are found fit by the said medical authority, the date on which you should report for duty will be intimated to you. No travelling allowance shall be allowed for joining the appointment.

6. Please acknowledge receipt of this letter.

Yours faithfully  
for and on behalf of the Institute  
of Catering Technology & Applied  
Nutrition (Madras) Society.

SECRETARY.

S.N. 338.

Annexure-V to the Bye-law of the Institute of Catering Technology and Applied Nutrition (Madras) Society, (Contd.)

Form of offer of Appointment (B)

(To be used after the staff regulations are finalised)

Registered A.D.

INSTITUTE OF CATERING TECHNOLOGY AND APPLIED NUTRITION  
(MADRAS) SOCIETY.

No. \_\_\_\_\_

Madras, the 19

To

*Use this form for draft*

Dear Sir/Madam,

\*Strike out the interview for which you appeared on \_\_\_\_\_, I have been authorised to offer you on behalf of the Institute of Catering Technology and Applied Nutrition (Madras) Society, a post of \_\_\_\_\_ at the Institute.

3. The terms and conditions of this appointment will be as follows:-

- i) Pay: Rs. \_\_\_\_\_ per month in the pay scale of Rs. \_\_\_\_\_ A fixed pay of Rs. \_\_\_\_\_ per month.
- ii) Leave and other terms and conditions: These will be as laid down in the 'Staff Regulations' of the Society, a copy of which is enclosed for your reference.
- iii) Nature of appointment: The appointment is subject to confirmation after 24 months probation.
- iv) After your appointment is confirmed as indicated in (iii) above, the appointment may be terminated at any time by three months' notice given by either side without assigning any reasons. The Society, however, reserve 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 unexpired portion thereof.

v) Place of duty: Your place of duty for the present will be at the Institute of Catering Technology and Applied Nutrition, Madras.

vi) Documents to be produced: The following original certificates should be produced for inspection and return:-

- a) Degrees, Diplomas or Certificates of Educational and other Technical Qualifications;
- b) the matriculation certificate or other acceptable proof of your date of birth; and
- c) a character certificate in the form enclosed from a gazetted officer of the State or Central Government.

3. If any declaration given or information furnished proves to be false or if you are found to have willfully withheld material information you will be liable to disciplinary and such other action as the Society may be deemed fit to take.

S.No.39.

4. ✓ If you accept the offer on the above terms, you should communicate your acceptance to the undersigned by 11/11/51. If no reply is received by the prescribed date, this offer will be treated as cancelled.

5. ✓ On the receipt of your acceptance of this offer instructions will be communicated to you regarding your medical examination. Please note that this offer is subject to your being examined and found fit by a medical authority nominated by the Society. If you are found fit by the said medical authority, the date on which you should report for duty will be intimated to you. No travelling allowance shall be allowed for joining the appointment.

6. ✓ Please acknowledge receipt of this letter.

Yours faithfully,  
For and on behalf of the Institute of  
Catering Technology & Applied Nutrition  
(Madras) Society.

SECRETARY.



