

File
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2010/2011

No.1(11)/RR-2000-HRD (Pt.III)
Government of India
Ministry of Tourism

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New Delhi, dated the 28th July, 2010

OFFICE MEMORANDUM

Subject : Amendment of Recruitment & Promotion Rules, 2003 for the post of "Accountant-cum-Office Superintendent".

The undersigned is directed to refer to this Ministry's letter of even number dated 11th June, 2003 circulating the R&P Rules, 2003 for various posts in the Institutes of Hotel Management, one of which was the post of "Accountant-cum-Office Superintendent". After the implementation of the revised SIU norms and resultant creation of various posts in IHMs from June, 2009, the post of "Accountant-cum-Office Superintendent" stands bifurcated as "Accountant" and "Office Superintendent" and one post created in each category. A number of references have been received from different IHMs seeking clarification as to how they would fill up vacancies arising in the separate grades of "Accountant" and "Office Superintendent" in the absence of separate recruitment and promotion rules for the same.

2. After considering the matter in this Ministry, it has been decided to amend the existing R&P Rules, 2003 for the post of "Accountant-cum-Office Superintendent" and introduce separate recruitment and promotion rules for the two posts of "Accountant" and "Office Superintendent" as per Annexures A & B. These rules will come into force with immediate effect.
3. It is requested that these rules may be placed before the Board of Governors of the respective Institutes for adoption.
4. This issues with the approval of Secretary(T).

Encl : Annexures A & B

(S.K.Chakrabarty)
Under Secretary to the Government of India

To

1. Principals of all Central Institutes of Hotel Management.
2. Director (A&F)/Director (S), NCHMCT, NOIDA
3. R&P Rules Folder.

Copy to ADG(T) for information.

(S.K.Chakrabarty)
Under Secretary to the Government of India

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Annexure-A

R&P Rules, 2003 for the Post of "Accountant" as amended vide O.M. No.1(11)/RR-2000-HRD (Pt.III) dated the 28th July, 2010

1	Name of the Post	ACCOUNTANT
2	Scale of Pay & Grade Pay	Rs. 9300 - 34800 + GP 4200
3	Method of recruitment	Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in the offices of CAG/CGA of eligible officers from any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment
4	Whether post is selection/non-selection	Seniority-cum-Selection
5	Educational and other qualifications and experience for direct recruitment.	Graduate in Commerce with 5 years experience in commercial or educational institutions or Government office or SAS Accountant with 2 years experience in establishment matters. Desirable : Knowledge of computers
6	Age limit for direct recruitment	Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7	Whether age limit, qualifications applicable to Promotees.	Age limit - No Educational Qualifications: Yes, Commerce Graduate or Graduate with Cash & Accounts training from ISTM.
8	Appointing Authority for the post	Board of Governors of the respective Institute of Hotel Management

(S.K.Chakrabarty)
Under Secretary to the Government of India

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Annexure-B

R&P Rules, 2003 for the Post of "Office Superintendent" as amended vide O.M.
No.1(11)/RR-2000-HRD (Pt.III) dated the 28th July, 2010

1	Name of the Post	OFFICE SUPERINTENDENT
2	Scale of Pay & Grade Pay	Rs. 9300 - 34800 + GP 4200
3	Method of recruitment	Promotion from PA & UDCs with 5 and 8 years of regular service in the respective grade, failing which by transfer on deputation from officers holding analogous post in any other Institute of Hotel Management set up by the Ministry of Tourism, Govt. of India, failing which by direct recruitment
4	Whether post is selection/non-selection	Seniority-cum-Selection
5	Educational and other qualifications and experience for direct recruitment.	Graduate of recognized University with 5 years experience in administration and establishment matters. Desirable : Knowledge of computers
6	Age limit for direct recruitment	Not exceeding 35 years. Upper age limit relaxable upto 5 (five) years for SC/ST, departmental candidates and as specified for other categories by Govt. of India from time to time.
7	Whether age limit, qualifications applicable to Promotees.	Age limit - No Educational Qualifications: YES, Graduate of recognized University with 5 years experience in administration and establishment matters.
8	Appointing Authority for the post	Board of Governors of the respective Institute of Hotel Management

(S.K.Chakrabarty)

Under Secretary to the Government of India