

Disclosure of Information under RTI Act.

1. Organisation and Function

S. No.	Item	Details of disclosure	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Institute of Hotel Management Catering Technology & Applied Nutrition Veer Surendrasai Nagar, Bhubaneswar- 751 010
		(ii) Head of the organization	Smt. Sharada Ghosh
		(iii) Vision, Mission and Key objectives	<p>IHM, Bhubaneswar seeks to meet the needs of students and employers by offering relevant quality career education programmes in related fields of hotel and hospitality management so that the students can significantly contribute to the society in general and hospitality industry in particular.</p> <p>To provide instructions and training in all the crafts and skills, all the branches of knowledge both theoretical and applied, and all the organizational and management techniques which are required for the efficient functioning of the hotel and catering establishment of all kinds, as well as Institutional feeding programmes in industrial establishment and similar organization. To impart instructions and training in modern and scientific techniques of management of hotels and hostels. To undertake and associate itself with nutritional expensing and development work.</p> <p>To propose economy in the handling and utilisation of food stuffs.</p> <p>To assist in and associate itself with the efforts of the Central and State Govt. to popularise wholesome non-cereal foods particularly protective food, with a view to the diversification of the regional Indian diet and the enrichment of its nutritional content.</p>

			<p>To assist in and associate itself with the food research Institutes, Food Scientists and technologists, their nutritional ideas through the development of suitable recipes and planning of menus.</p> <p>To ensure more nutritious and balance food to the common man thus raising the level of nutrition in the country thereby raising the standard of health and reduce the disease due to malnutrition and unhygienic handling of food.</p> <p>To ensure minimum wastage of valuable food stuff through scientific and proper handling at the appropriate time in accordance with the latest techniques.</p>																				
		(iv) Function and duties	Imparting training (Theory and Practical) in hospitality related courses.																				
		(v) Organization Chart	<table><thead><tr><th><u>Academic</u></th><th><u>Non-Academic</u></th></tr></thead><tbody><tr><td>Principal</td><td>Principal</td></tr><tr><td>↑</td><td>↑</td></tr><tr><td>HOD</td><td>Administrative-cum-Accounts Officer</td></tr><tr><td> Sr. Lect.</td><td> Office Superintendent/Accountant</td></tr><tr><td> Lect.</td><td> P.A to Principal/UDC</td></tr><tr><td>↑</td><td>↑ ↑</td></tr><tr><td>Asst. Lect.</td><td>Stenographer /LDC</td></tr><tr><td></td><td>Librarian Driver-cum-mechanic</td></tr><tr><td></td><td>Asst. Librarian Peon/Attendant</td></tr></tbody></table>	<u>Academic</u>	<u>Non-Academic</u>	Principal	Principal	↑	↑	HOD	Administrative-cum-Accounts Officer	 Sr. Lect.	 Office Superintendent/Accountant	 Lect.	 P.A to Principal/UDC	↑	↑ ↑	Asst. Lect.	Stenographer /LDC		Librarian Driver-cum-mechanic		Asst. Librarian Peon/Attendant
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		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Institute started in the year 1973 as Food Craft Institute to impart Craft Certificate Courses on a five years Grains-in-aid scheme of Govt. of India as a registered society , under Societies Registration Act . Thereafter, Govt. of Odisha provided Grants-in-Aid and introduced 3 year Diploma in Hotel Management & Catering Technology and renamed the Institute as State Institute of Hotel Management. It is further up-graded to national level by the Govt. of India, Ministry of Tourism w.e.f 01/01/1984. Consequent upon such up-gradation , Central Govt. assume the full financial responsibilities for the Institute in the following pattern of financial assistance. (i) Net revenue deficit after 01/01/1984 (ii) Full Capital-Grant-in-aid as per requirement.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<p><u>Principal:</u> Academic and executive officer of the Institute and responsible for proper administration and finance, discipline, teaching etc. as per Bye-laws of the Society and within the powers vested/delegated to him/her by the BoG/Central Govt.</p> <p><u>Senior Lecturer:</u> To take class under overall supervision of the academic HOD. Responsible for equipment/material under his/her charge. To assist the Principal/academic HOD in research work, quality improvement programmes and guide junior staff. To supervise research work/project assignment.</p> <p><u>Administrative-cum-Accounts Officer:</u> To render suitable assistance to the Head of the Institute in all administrative, financial and other accounts matters. Supervision of General Office, Accounts and Budget work and assisting Principal in holding meetings. Overall supervision in respect of proper utilisation and upkeep including payment of taxes in respect of lands and buildings belonging to the Institute. Organise purchases of stores/equipments etc. under the supervision of the Principal and in association with the concerned faculty staff. Supervision of security arrangements.</p>

		<p>(ii) Power and duties of other employees</p> <p><u>Lecturer:</u> To take class as required by academic HOD concerned. To assist the Sr. Lect. In various spheres of his duties. To provide guidance to Asst. Lecturer. Involvement in research work under the supervision of senior faculty members etc.</p> <p><u>Asst. Lect. :</u> To take class and checking of students journals as required. Responsible for equipment and materials under his/her charge. Make arrangements to conduct theory and practical classes with assistances of the Attendants including maintenance and safe custody of equipment items and stocks thereof.</p> <p><u>Office Superintendent:</u> To assist the Principal, and Administrative Officer in discharge of their overall administrative and academic functions for the smooth running of the office as well as Institute.</p> <p><u>Accountant:</u> To assist the Administrative-cum-Accounts Officer and Principal to discharge their overall responsibilities of financial and accounts matters.</p> <p><u>P.A to Principal:</u> Dictation form Principal and typing. Keeping proper record of the communications at the level of Principal and handling/security of all confidential documents and handling of administrative, accounts and establishment matter for career advancement.</p> <p><u>UDC (Estt./Cash/Store/Exam):</u> Posting of UDC on various assignments will be made by rotation and no employee would hold a particular assignment for period exceeding 3 years.</p> <p><u>Estt. :</u> Handle all administrative and establishment works including custody and maintenance of Institute records, service books and ensure periodic review and authentication of service records by the competent authority.</p> <p><u>Cash:</u> Custody, receipt and disbursement of cash including maintenance of cash book and other connected records, collection of fees etc. from students and maintain accounts thereof.</p>
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			<p><u>Attendant:</u> To provide assistance in full time basis to Asst. Lect. in the upkeep , maintenance and conduct of classes both theory and practical.</p> <p><u>Librarian:</u> Custodian of Institute's Library books/journals etc. accession of books, issue of Library cards. Review and verification of stock register of books in hand and those outstanding with the staff members/students, levying of penalty in case of retention of books etc. by staff/students beyond a prescribed period, issue of NOC to the outgoing staff and students.</p>
		(iii) Rules/ orders under which powers and duty are derived and	As per Recruitment Rules of the Institute.
		(iv) Exercised	By the competent authority
		(v) Work allocation	Institute
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	The draft rules framed by the Ministry implemented with approval of the Board of Governors of the Institute being a registered society.
		(ii) Final decision making authority	Board of Governors of the Institute and Ministry of Tourism, Govt. of India in certain cases.
		(iii) Related provisions, acts, rules etc.	Bye laws of the Institute (Memorandum of Association, Rules & Regulations and Staff Regulations)
		(iv) Time limit for taking a decisions, if any	As and when required.
		(v) Channel of supervision and accountability	As provided in the organization chart of the Institute.
1.4	Norms for discharge of functions	(i) Nature of functions/ services offered	This being a hospitality training Institute, producing trained manpower to meet the requirement of hospitality industry.

	[Section 4(1)(b)(iv)]	(ii) Norms/ standards for functions/ service delivery	As guided by the academic affiliate authority (NCHMCT, Noida) from time to time.
		(iii) Process by which these services can be accessed	Result and Placement of passed out students.
		(iv) Time-limit for achieving the targets	After completion of the course.
		(v) Process of redress of grievances	Instantaneous
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	This being a registered society under Societies Registration Act , is having its own Bye –law and Recruitment & Promotion Rules.
		(ii) List of Rules, regulations, instructions manuals and records.	i. Memorandum of Association ii. Rules & Regulations iii. Staff Regulations iv. Recruitment & Promotion Rules of the Institute
		(iii) Acts/ Rules manuals etc.	Registered under Societies Registration Act. XXI of 1860
		(iv) Transfer policy and transfer orders	Not in operation
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Documents submitted by students admitted in to different courses imparted by the Institute. Documents submitted by the employees working in the Institute. Official documents.
		(ii) Custodian of documents /categories	Students documents: by Exam. Cell Staff documents: by Estt. Cell All official documents: available in the Administrative Cell
1.7	Boards, Councils, Committees and other Bodies constituted as part of	(i) Name of Boards, Council, Committee etc.	Board of Governors Executive Committee
		(ii) Composition	<u>Board of Governors</u> Rule 4(i) (a) A Chairman, Secretary of Tourism, Deptt. of Tourism, Govt. of Odisha, Bhubaneswar (Ex-officio)

	<p>the Public Authority [Section 4(1)(b)(viii)]</p>		<p>Rule 4(i) (b) Three representatives of the State Govt. (of Odisha), (Ex-Officio)</p> <p>Rule 4(i) (c) Four representatives of the Central Government. One of them being FA to the Department of Tourism or his nominee. (Ex-officio)</p> <p>Rule 4(i) (d) An expert on Catering Technology to be nominated by the Central Government. (Nominated for 3 years)</p> <p>Rule 4(i) (e) Two persons from the Hotel Industry to be nominated by the Central Government (Nominated for 3 years)</p> <p>Rule 4(i) (f) The Principal of the Institute, (Ex-Officio)</p> <p>Rule 4(ii) The Central Government may at any time appoint any other person to be a member.</p> <p><u>Executive Committee</u></p> <p><u>Rule 19(i)(a)</u></p> <p>The Director of Technical Education, or if there be no such person the Officer who is for the time being the administrative head of the department which is in charge of technical education, whether in addition to other functions or otherwise.</p> <p><u>Rule 19(i)(b)</u></p> <p>Two of the representatives of the Central Government to be specified by the Central Government; One of the representatives to be specified as convener of the Executive Committee.</p>
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			<p><u>Rule 19(i)(c)</u></p> <p>The expert nominated by the Central Government to the Board of Governors.</p> <p><u>Rule 19(i)(d)</u></p> <p>The Principal of the Institute.</p>
		(iii) Dates from which constituted	From inception of the Institute
		(iv) Term/ Tenure	The term/tenure of nominated members under rule 4.(i) d and 4(i)e above is three years and others are permanent members.
		(v) Powers and functions	Available in the Bye-law of the Institute (placed in the website)
		(vi) Whether their meetings are open to the public?	Yes
		(vii) Whether the minutes of the meetings are open to the public?	Yes
		(viii) Place where the minutes if open to the public are available?	In the Office
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<p><u>List of Officers</u></p> <p>Smt Sharada Ghosh, Principal Shri Ajay Kumar Gautam, Head of Department Shri Sambit Suman, Head of Department Smt. Pritilata Acharya, Sr. Lect. Shri Kumar Gaurav, Sr. Lecturer Shri Umesh Kushwaha, Sr. Lecturer Shri Yuvraj, Sr. Lecturer</p>

			<u>List of Employees</u> Shri Pramathadhip Kar, Lecturer Smt. Asha Nirmala Bara, Lecturer Shri Deepak Kishore, Lecturer Shri Sudhir Kumar Singh, Lecturer Miss Nilanjana Das, Lecturer Shri Aditya Prasad Singh, Asst. Lect. Miss Shreya Prasad, Asst. Lect. Sk. Mahammad Minhaj, Asst. Lect. Shri Abinash Dash, Librarian Shri Abinash Dash, Office Superintendent Shri Suresh Kumar Naik, Accountant Shri Ajay Kumar Behera, UDC Smt. Saswati Mohapatra, P.A. to Principal Miss Sagarika Pattanaik, UDC Smt. Bandana Hembram, UDC Shri Gyan Ranjan Satapathy, LDC Shri Anil Prasad Kar, Driver-cum-Mechanic Shri Pitabas Khatua, Attendant Shri Prafulla Kumar Pradhan, Attendant Shri Bipin Kumar Sahoo, Attendant Shri Susanta Hali, Attendant	
		(ii) Telephone , fax and email ID	0674- 2589241, hospitality@ihmbbs.org	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of Officers & employees with Gross monthly remuneration	List of Officers	Gross remuneration monthly (in Rs.)
			Smt. Sharada Ghosh, Principal	2,40,250.00
			Sh. Ajay Kumar Gautam, HOD	1,10,515.00
			Sh. Sambit Suman, HOD	1,24,055.00
			Smt. Pritilata Acharya, Sr. Lect.	1,09,705.00
			Sh. Kumar Gaurav, Sr. Lect.	97,805.00

			List of Employees	Gross remuneration (in Rs.)	monthly
			Sh. Umesh Kushwaha, Sr. Lect.	92,535.00	
			Sh. Yuvraj, Sr. Lect.	1,03,755.00	
			Sh. Pramathadhip Kar, Lect.	93,790.00	
			Ms. Asha Nirmala Bara, Lect.	88,540.00	
			Sh. Deepak Kishore, Lect.	88,540.00	
			Sh. Sudhir Kumar Singh, Lect.	81,365.00	
			Miss Nilanjana Das, Lect.	72,385.00	
			Miss Shreya Prasad, Asst. Lect.	74,715.00	
			Sh. Aditya Mohan Singh, Asst. Lect.	66,495.00	
			Sk. Mahammad Minhaj, Asst. Lect.	66,495.00	
			Sh. Abinash Dash, Office Suptd.	72,385.00	
			Sh. Abinash Dash, Librarian	85,870.00	
			Sh. Suresh Kumar Naik, Accountant	57,552.00	
			Sh. Ajay Kumar Behera, UDC	76,570.00	
			Smt. Saswati Mohapatra, P.A. to Principal	55,335.00	
			Ms. Sagarika Pattanaik, UDC	45,795.00	
			Smt. Bandana Hembram, UDC	42,191.00	
			Sh. Gyan Ranjan Satapathy, LDC	37,068.00	
			Sh. Anil Prasad Kar, Driver-cum-Mech.	66,340.00	
			Sh. Pitabas Khatua, Attd.	37,820.00	
			Sh. Prafulla Kumar Pradhan, Attd.	37,820.00	
			Sh. Bipin Kumar Sahoo, Attd.	42,520.00	
			Sh. Susanta Hali, Attd.	40,070.00	
		(ii) System of compensation as provided in its regulations	Salary		

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<p><u>Appellate Authority</u> Smt. Sharada Ghosh Principal</p> <p><u>Public Information Officer</u> Shri. Abinash Dash Office Superintendent</p>
		(ii) Address, telephone numbers and email ID of each designated official.	<p>Institute of Hotel Management, Catering Technology & Applied Nutrition, Veer Surendrasai Nagar, Bhubaneswar- 751 007 Telephone: 0674-2589241 Email: hospitality@ihmbbs.org</p>
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No. of employees against whom disciplinary action has been	NIL
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Attended
		(ii) Efforts to encourage public authority to participate in these programmes	Fully made
		(iii) Training of CPIO/APIO	As and when organised by the Ministry.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Updated
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		This being a registered society, no transfer policy implemented.

2. Budget and Programme

S.No.	Item	Details of disclosure	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	This Institute being a Central Autonomous body under MoT, GoI, governed under Societies Registration Act has engaged Central Public Works Deptt. For different construction works only . The estimate submitted by the agency is met by the MoT, GoI as Capital Grant-in-aid. As per the provision, payments are made in phased manner through online/e-payment.
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	No specific budget provision is made at Institute level, as the same is fully met either by NCHMCT or MoT, GoI
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Nil
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	a. Published in the News Papers and provided in the Institute website. b. Award of contracts were decided by the duly constituted Committee for supply of:- i. Vegetables, Fruits, Milk Products and Non-veg. items: by Odisha Consumers Cooperative Federation Ltd., Bhubaneswar

			<p>ii. Grocery items: by Odisha Consumers Cooperative Federation Ltd., Bhubaneswar</p> <p>iii. Security Service: by Ganapati Intelligence Services</p> <p>iv. Pest control service: by Central Ware Housing Corporation</p> <p>v. Gas maintenance: by Senapati LPG, Bhubaneswar</p> <p>vi. Cleaning materials: by Odisha Consumers Cooperative Federation Ltd., Bhubaneswar</p> <p>vii. Hiring of Vehicle: by Pragyan Tours & Travels</p> <p>viii. Stationery items: by Odisha Consumers Cooperative Federation Ltd., Bhubaneswar</p> <p>ix. Supply of Manpower: by Ganapati Intelligence Services</p> <p>c. Yes, concluded with approval of the duly constituted committee.</p> <p>d. The L1 quotationer was selected by the committee for the above works contracts.</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Different short training programme sponsored by the Ministry of Tourism, Govt. of India are executed.
		(ii) Objective of the programme	To make unemployed youths of the state employable.
		(iii) Procedure to avail benefits	By taking admission to these courses
		(iv) Duration of the programme/ scheme	Short term of different duration/hours.
		(v) Physical and financial targets of the programme	Employability
		(vi) Nature/ scale of subsidy /amount allotted	Total cost of training is borne by the Ministry of Tourism, Govt. of India.

		(vii) Eligibility criteria for grant of subsidy	All those who take admission in these sponsored programme.
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Around 10,000 candidates trained so far in different sponsored training programme. Details in Hunar Se Rozgar blog.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Public Authority have not provided any grants being an Educational Institution and imparting training.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	The trainees undergone short term sponsored programme.
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	As provided in different short term sponsored training programme scheme of the MoT, GoI.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament.	The reports are placed before its Board and Annual Report in both the houses.

3. Publicity Band Public interface

Sl. No.	Item	Details of disclosure	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	To contact Institute Administration
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	a. No such provision. b. During office hours c. CPIO and Librarian
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Institute become an Incubation Centre for Skill Dev. Programme by the State Govt.
		(ii) Detailed project reports (DPRs)	No project completed to submit DPRS.
		(iii) Concession agreements.	Prepared
		(iv) Operation and maintenance manuals	Prepared
		(v) Other documents generated as part of the implementation of the PPP	Required documents for the purpose
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	The uniform fee for different courses are fixed by the MoT, GoI
		(vii) Information relating to outputs and outcomes	Available in the Annual Report available in the Instt. website.
		(viii) The process of the selection of the private sector party (concessionaire etc.)	As per the provision
		(ix) All payment made under the PPP project	As per the provision
3.2	Are the details of policies / decisions, which affect public,	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	No such policies are formulated

	informed to them [Section 4(1) (c)]	(i) Policy decisions/ legislations taken in the previous one year	Nil
		(ii) Outline the Public consultation process	Online/In person
		(iii) Outline the arrangement for consultation before formulation of policy	No such provision exists
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Available
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Available
		(ii) Printed format	Available
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Available
		(ii) At a reasonable cost of the medium	Yes

4. E. Governance

S.No.	Item	Details of disclosure	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Yes
		(ii) Vernacular/ Local Language	Yes

4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual up-dation	30 th June 2025
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	In the Institute website www.ihmbbs.org
		(ii) Name/ title of the document/record/ other information	Bye- law Recruitment & Promotion Rules Annual Report
		(iii) Location where available	Under RTI link
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	As stated above
		(ii) Details of information made available	As stated above
		(iii) Working hours of the facility	24 x 7
		(iv) Contact person & contact details (Phone, Email)	Sh. Abinash Dash, Office Superintendent and CPIO 0674-2589241 Email: hospitality@ihmbbs.org
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Online/Through post/In person
		(ii) Details of applications received under RTI and information provided	All 252 applications/appeals received have been disposed off in time.
		(iii) List of completed schemes/ projects/ Programmes	Nil
		(iv) List of schemes/ projects/ programme underway	i. Support for capacity building of staff of State Guest House. ii. Research on enhancing visitor experience for Tourists in Puri. iii. Training programme of community members of different Eco Tourism nature

			camp of Odisha. iv. Training programme of Mission Shakti SHG women group of different blocks and districts of Odisha.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Institute not engaged any contractor for its Civil/Electrical works, as the same engaged by the Construction agency: CPWD
		(vi) Annual Report	Uploaded
		(vii) Frequently Asked Question (FAQs)	Provided as and when asked
		(viii) Any other information such as a) Citizen's Charter	Available
		b) Result Framework Document (RFD)	Sent to administrative Ministry in time.
		c) Six monthly reports on the	provided
		d) Performance against the benchmarks set in the Citizen's Charter	Best
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	All 252 applications/appeals received have been disposed off in time.
		(ii) Details of appeals received and orders issued	08 Appeals received have been disposed.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Replied in time.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	a. Sh. Abinash Dash Office Superintendent /CPIO Smt. Sharada Ghosh Principal/FAA b. Sh. Nishamani Pattanaik, Administrative Office-cum-Accounts Officer/CPIO Dr. Dillip Kumar Swain, Principal in-charge/FAA
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Yes
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	24/11/2017 Smt. Sharada Ghosh Principal
		(iv) Consultancy committee of key stake holders for advice onsuo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Shri Abinash Dash, Office Superintendent has been looking after the suo-motu disclosure as under rules
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	This being a small organization no such committee is formed . Moreover, no frequent information sought under RTI

6. Information Disclosed on own Initiative

Sl. No.	Item	Details of disclosure	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All information which public should know under suo-motu disclosure have been provided in the Institute website for information of the public. Besides the same public is well accessed to get their information on query.	
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	This Institute has not received any such certificate so far.
