

# राष्ट्रीय होटल प्रबन्ध एवं केटरिंग टेक्नोलॉजी परिषद

(पर्यटन मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी निकाय)

NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY

(An Autonomous Body under Ministry of Tourism, Govt. of India)

ए-34, सेक्टर 62, नोएडा - 201309 (उत्तर प्रदेश)

A-34, Sector 62, NOIDA - 201309 (Uttar Pradesh)

टैलि/Tel: 0120-2590600-623 ई-मेल/e-mail : nchmctadm@gmail.com वेबसाईट/Website: www.nchm.nic.in/www.nchm.gov.in



NCHM-10107/9/2026-Admin

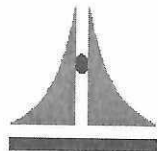
Date: 11.05.2026

## NOTICE

The Board of Governors, in their 59<sup>th</sup> meeting held on 30.03.2026 has accorded approval to revise the delegation of Financial & Administrative powers of Authorities in NCHMCT w.e.f. 01.04.2026 as per Annexure - I.

(Dr. Sagnik Chowdhury)  
Director (A&F)

11/5/26



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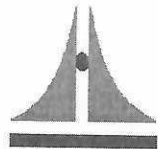


## ANNEXURE-I

### Delegation of Financial & Administrative Powers:

| Sl. No. | Nature of Power   |  | Authority to which the power is delegated  |
|---------|---|--|--|
| 1.      | Creation/abolition of posts   |  | <b>Chairman, BOG</b><br>(for all posts in NCHM)  |
| 2.      | A   | Appointing Authority   | <b>Chairman, BOG</b><br>(for all Group A posts)<br><b>Chief Executive Officer</b><br>(for all Group B posts)<br><b>Director (A&amp;F)</b><br>(for all Group C posts)   |
|         | B   | Disciplinary Authority                                       | <b>Chairman, BOG</b><br>(for all Group A posts)<br><b>Chief Executive Officer</b><br>(for all Group B posts)<br><b>Director (A&amp;F)</b><br>(for all Group C posts)   |
|         | C   | Appellate Authority  | <b>President of the Society</b><br>(for all Group A posts)<br><b>Chairman, BOG</b><br>(for all Group B posts)<br><b>Chief Executive Officer</b><br>(for all Group C posts)   |
| 3.      | Acceptance of Resignation   |  | <b>President of the Society</b><br>(for all Group A posts)<br><b>Chairman, BOG</b><br>(for all Group B posts)<br><b>Chief Executive Officer</b><br>(for all Group C posts)   |
| 4.      | Fixation of Pay   |  | <b>Director (A&amp;F)</b>  |
| 5.      | Approval of Tour Programs   |  | <b>Chairman, BOG</b><br>(for CEO)<br><b>CEO</b> (for Directors)<br><b>Director (A&amp;F)</b> (for all Officers)  |
| 6.      | Sanction of Air Travel for non-entitled categories on tours                           |  | <b>Chairman, BOG</b><br>(for all Officers)   |
| 7.      | Advances (Pay, TA, LTC, Leave Salary)   |  | <b>Director (A&amp;F)</b>  |
| 8.      | Advance to employees for purchase of Car, Motor Cycle, Scooter, Bicycle, Fan, etc. to |  |  |
|         |   | Entitled Officers  | <b>Director (A&amp;F)</b>  |
|         |   | Non-entitled Officers  | <b>Chief Executive Officer</b>   |
| 9.      | Grant of Increments   |  | <b>Dy. Director</b>  |
| 10.     | A   | Grant of EL, HPL, CL, EOL, Maternity Leave and Leave not Due | <b>Chairman, BOG</b><br>(for CEO)<br><b>Supervisory Officers</b><br>(for rest of staff)<br><b>Note:</b> Necessary Leave Sanction Order will be issued by Dy. Director as records and service books are maintained by the A&F wing. |
|         | B   | Special Leave, Study Leave,                                  | <b>Chairman, BOG</b><br>(for all Group A & B posts)  |





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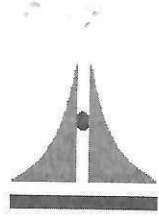
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|     |  |  |
|-----|--|--|
|     | Special Disability Leave   | <b>Chief Executive Officer</b><br>(for all other posts)<br><b>Note:</b> Necessary Office Orders will be issued by Director (A&F) as records and service books are maintained by the A&F wing.  |
| 11. | Controlling Officer for TA Bills   | 1) For all Group A posts up to Dy. Director post will be Director (A&F).<br>2) CEO for Directors.  |
| 12. | Leave Travel Concession  | i) All LTC claims will be countersigned by authorities as mentioned for TA Bills at S.No.11.<br>ii) Admissibility will be certified by Deputy Director for all claimants.  |
| 13. | Power to allow medical reimbursement of medical expenses and to countersign the bills and to record prescribed certificates        | <b>Director (A&amp;F)</b><br>(for all officers subject to fulfillment of conditions and procedural requirements laid down in the relevant rules)<br>Exceptional cases to be referred to CEO.   |
| 14. | Over-Time Allowance  | <b>Chief Executive Officer</b><br>(for all entitled category of Officers)  |
| 15. | Sanction of Advance/ Withdrawal from GPF Account   | <b>Chief Executive Officer</b><br>(full powers for all Group A posts)*<br><b>Director (A&amp;F)</b><br>(full powers for all Group B & C posts)*<br>* Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules. |
| 16. | Sanction and Drawl of Pay and Allowances of all employees of the Council   | <b>Director (A&amp;F)</b><br>(full powers for all employees)*<br>* Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.   |
| 17. | Sanction of non-recurring expenditure on each occasion for purchase of office equipment and furniture, fixtures and fittings, etc. | <b>CEO</b><br>(above Rs.3.00 lakh)<br><b>Director (A&amp;F)</b><br>(up to Rs.3.00 lakh)<br>In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.                       |
| 18. | Procurement & Printing of Stationery   | <b>Chief Executive Officer</b><br>(Above Rs.1.00 lakh)<br><b>Director (A&amp;F)</b><br>(up to Rs.1.00 lakh)<br>In each case, subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.   |
| 19. | a) Publication of Books and publicity material including journals  | <b>Chief Executive Officer</b><br>(full powers)<br>Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules.   |





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|     |   |  |
|-----|---|--|
|     | b) Newsletters  | <b>Director (A&amp;F)</b><br>(full powers)   |
| 20. | Postage and Telegrams   | <b>Director (F)</b><br>(full powers)   |
| 21. | Liveries, clothing and other articles for Group C & D employees   | <b>Director (F)</b><br>(full powers)<br>As per norms laid down in the relevant rules/instructions.   |
| 22. | Electricity & Water Charges   | <b>Director (F)</b><br>(full powers)   |
| 23. | Rent, Taxes of Office Land and Building   | <b>Director (F)</b><br>(full powers)   |
| 24. | Maintenance and Running of Staff Cars   | <b>Chief Executive Officer</b><br>(full powers)<br><b>Director (A&amp;F)</b><br>(Rs.50,000)<br>Subject to budget provisions and fulfillment of conditions and procedural requirements laid down in the relevant rules. |
| 25. | Incurring of other expenditure recurring in nature  | <b>Chief Executive Officer</b><br>(full powers)<br><b>Director (A&amp;F)</b><br>(up to Rs.3.00 lakh)<br>Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions. |
| 26. | Contract Deeds  | <b>Director (A&amp;F)/ Secretary of the BOG</b><br>(All Cases)<br>Subject to fulfillment of conditions and procedural requirements laid down in the relevant rules/instructions.                                       |
| 27. | Power to write off losses, irrecoverable losses not due to theft, fraud or negligence   | <b>Chairman, BOG</b><br>(full powers)<br><b>Chief Executive Officer</b><br>(up to Rs.1.00 lakh)<br>Subject to confirmation by Board of Governors   |
| 28. | To declare Stores (including items of dead stock) to be declared obsolete or unserviceable and to order their disposal                            | <b>Chief Executive Officer</b><br>(full powers)*<br><b>Director (A&amp;F)</b><br>(up to Rs.1.50 lakh)*<br>* As per book value in each case subject to fulfillment of procedural requirements.                          |
| 29. | Assistance to Recreational Club/Canteen   | <b>Chief Executive Officer</b><br>(full powers)*<br><b>Director (A&amp;F)</b><br>(up to Rs.50,000)*<br>*As per laid down norms   |
| 30. | Power to verify cases of reimbursement of tuition fee and to allow reimbursement and record prescribed certificate in the bill under normal rules | <b>Director (F)</b><br>(for all entitled categories as per laid down norms)  |

