

# **Indian Institute of Tourism and Travel Management**

*Memorandum  
of  
Association*

## **MEMORANDUM OF ASSOCIATION**

1. **Name of the Society:** The name of the Society shall be 'The Indian Institute of Tourism and Travel management'.
2. **Location:** The registered office of the Institute shall be situated in Union Territory of Delhi and is at present located at Transport Bhawan, Parliament Street, New Delhi.
3. **Definition :** In this Memorandum, unless the context otherwise signifies:
  - (a) 'Institute' means the Indian Institute of Tourism and Travel, Management.
4. **Objects :** The objects for which the Society is set up are to establish and to carry on the administration and management of the Institute, the functions of which shall be:
  - (a) to provide training in tourism and travel industry management and related subjects for persons from the tourism industry, institutions, bodies and associations connected with the tourism industry, and for individuals in such a way as to equip them professionally in the vocation of tourism or, in appropriate cases, to impart instructions in the field of tourism.
  - (b) to undertake educational programmes and to organize courses of studies, lectures, seminars, symposia and conferences etc. in the various aspects of tourism and travel industry management to meet the requirements of training personnel for the tourism industry.
  - (c) to provide continuing educational opportunities and facilities for personnel in the different segments of the tourism industry for updating information and creating a cadre of professionally trained management personnel at different levels.
  - (d) to provide guidance and directions, if required, to institutions affiliated to the Institute in the field of tourism in the country so as to develop uniform and adequate standards for courses of instruction.
  - (e) to conduct, promote and institute research in the field of tourism likely to be conducive in its promotion and development, to provide research facilities by contractual arrangements and to publish the results of the research conducted.
  - (f) To provide advice/give suggestions in the promotion and development of tourism.
  - (g) to establish an extensive library of books and other reference material on travel, tourism and allied subjects for the Institute and

a documentation centre to collect, interpret and disseminate tourist information.

- (h) to undertake and provide for the publication of suitable literature comprising journals, books, research papers, monographs that may be considered desirable in furtherance of the objectives of the Institute.
- (i) to invite experts from India and abroad who are actively engaged in tourism training and research, to deliver lectures and participate in the training and research activities of the Institute.
- (j) to do all things as may be necessary, incidental or conducive to the attainment of all or any of the objectives of the Institute.
- (k) all incomes and assets of the Society shall be utilized towards the promotion of the aims and objects.

5. **Board of Governors:** The names, addresses and occupations of the members of the first board of Governor of the Institute to whom, by the Rules and Regulations of the Institute, the management of its affairs is entrusted, are as follows :

Sl No.	Name	Address	Occupation	Designation in Society
1.	Shri Khurshed Alam Khan	Minister of Tourism New Delhi	Minister	Chairman
2.	Dr. B. Venkataraman	Secretary Ministry of tourism New Delhi	Civil Service	Sr. Vice Chairman
3.	Dr. Jagdish Parikh	12-K, Subhash Marg Mumbai- 400 023		Vice Chairman
4.	Shri G.N.Mehra	Director General Tourism & Additional Secretary, Minister of Tourism, New Delhi		Vice Chairman
5.	Shri Rajan Jetley	Managing Director, India Tourism Dev. Corp., New Delhi.		Member
6.	Shri S.L. Chopra	Director (Tourist Admn.) Ministry of Tourism New Delhi		Member
7.	Capt. K. Chadha	Managing Director Indian Airlines New Delhi		

6. We, the several persons whose names and addresses are given below, having associated ourselves for the purpose, described in the Memorandum of Association, do hereby, subscribe our names to this Memorandum of Association and set out several and respective hands hereunto and form ourselves into a Society under Societies Registration Act XXI of 1860 this 14<sup>th</sup> day of January 1983.

<b>Sl No.</b>	<b>Name,Address of Members</b>	<b>Signature Member</b>	<b>Name, Occupation Address of Witnesses</b>	<b>Signatures</b>
01.	Dr. B. Venkataraman Secretary Ministry of Tourism New Delhi	Sd/-	Shri K.B.Talwar Director Deptt. of Tourism New Delhi	Sd/-
02.	Dr. Jagdish Parikh 12-K, Dubash Marg, Mumbai-400 023	Sd/-	Shri Brij Mohan Director Deptt. of Tourism New Delhi.	Sd/-
03.	Shri G.N. Mehra Director General of Tourism And Additional Secretary Ministry of Tourism New Delhi	Sd/-	Shri Raghubir Singh Director Deptt. of Tourism New Delhi	Sd/-
04.	Shri Rajan Jetley Managing Director India Tourism Dev. Corp. New Delhi	Sd/-	Shri A.K. Bhatia Asstt. Director Deptt. of Tourism New Delhi	Sd/-
05.	Shri S.L. Chopra Director (Tourist Admn.) Ministry of Tourism New Delhi	Sd/-		
06.	Shri J.V. Bajpai Deputy Director General Department of Tourism New Delhi.	Sd/-		
07.	Mrs. V.Pandhi Deputy Director General Department of Tourism New Delhi.	Sd/-		

*Rules  
And  
Regulations*

## **RULES AND REGULATIONS**

1. **Name of the Society** : The name of the Society shall be ‘The Indian Institute of Tourism and Travel Management’.
2. **Short Title** : These Rules and Regulations may be called “The Rules and Regulations of the Indian Institute of Tourism & Travel management”.
3. **Definitions** : In these Rules and Regulations, the following words and abbreviations shall have the meaning given against them, unless the context otherwise signifies.

(a) Institute	The Indian Institute of Tourism and Travel Management.
(b) Central Government	The Ministry of Tourism, Government of India.
(c) D.G. (Tourism)	Director General of Tourism.
(d) Chairman	The Chairman of the Board of Governors.
(e) Senior Vice Chairman	The Senior Vice Chairman of the Board of Governors.
(f) Vice-Chairman	The Vice-Chairman of the Board of Governors.
(g) Board	The Board of Governors of the Indian Institute of Tourism & Travel Management.
(h) Director	Director of the Indian Institute of Tourism & Travel Management.
(i) Rules	Any of the Rules and Regulations of the Indian Institute of Tourism & Travel Management.

#### **4. Authorities of the Institute**

The following shall be authorities of the Institute:

- (a) General Body
- (b) The Board of Governors
- (c) The Board of Governors may, at its discretion, authorize or delegate any of its powers to any of the members of the Board of Governors.

## **5. General Body**

There shall be a General Body which will include the following:

- (a) The Office bearers of the Institute, namely the Chairman, Senior Vice Chairman, the Vice-Chairman, and members of Board of Governors.
- (b) Nominee of the Education Ministry, Government of India.
- (c) Nominee of the University Grants Commission.
- (d) Three Vice-Chancellors of the Universities in India nominated by the Inter-University Board of India.
- (e) Five members to be nominated by the Central Government.

Director would be the Member Secretary of the General Body.

## **6. Rights, Powers and Duties of the General Body**

(a) The General Body shall have the following Rights and Powers:

- (i) to acquire by gift, purchase, exchange, lease or otherwise, lands, buildings or other immovable property together with all rights appertaining thereto;
- (ii) to construct and maintain buildings, including right to alter or improve them and to equip them suitably;
- (iii) to manage the properties of the Institute.
- (iv) to accept the management of any trust fund or endowment in which the Institute is interested;
- (v) to raise funds for the Institute by gifts, donations or otherwise;
- (vi) to raise loans;
- (vii) to receive moneys, securities, instruments and/or any other movable property for and on behalf of the Institute.
- (viii) to enter into agreements for and on behalf of the Institute;
- (ix) to sue and defend all legal proceedings on behalf of the Institute;
- (x) to institute a provident fund for the benefit of the employees of the Institute and manage such provident fund;
- (xi) to grant receipts to sign and execute instruments and to endorse or discount cheques or other negotiable instruments through its accredited agents;

- (xii) to make, sign and execute all such documents and instruments as may be necessary or proper for carrying on the management of the property or affairs of the Institute in accordance with the bye-laws framed in this behalf;
- (xiii) to invest the money and funds of the Institute and to vary the investments as and when it may seem necessary or proper in accordance with the bye-laws framed in this behalf;
- (xiv) to manage, sell, transfer or otherwise dispose of any property, movable or immovable, of the Institute;
- (xv) to assign, from time to time, such functions and duties and delegate such powers, as it may deem fit, to the Board of Governors;
- (xvi) to perform all such acts and do all such things as may be necessary for the proper management of the properties and the affairs of the Institute;
- (xvii) to appoint an auditor or auditors for auditing the accounts of the Institute and to report thereon;

(b) The General Body shall have power to make bye-laws in respect of following matters:

- (i) The management of the properties, funds, affairs and work of the Institute;
- (ii) The conditions and procedure under the according to which the Vice-Chairman (Other than ex-officio Vice-Chairman) is to be elected;
- (iii) The conditions and procedure under and according to which the several classes of members of the Institute may be enrolled, co-opted, increased or decreased;
- (iv) The subscription, if any, to be paid by the different classes of members;
- (v) The rights, duties and privileges of the several classes of members;
- (vi) The procedure for election of members to the General Body including, if it deems fit, postal voting and voting by proxy;
- (vii) The procedure for the convening and the conduct of meetings



of the General Body, the Board of Governors and such other bodies as may be set up from time to time, including provision for the transaction of business by circulation, proxy, or otherwise, as may be deemed fit;

(viii) Such other purpose as may be found necessary.

(c) The General Body shall have power to repeal, amend and modify the by-laws.

(d) The General Body from time to time delegate all or any of its powers to the Board of Governors.

## 7. Meetings

(i) All meetings of the General Body of the Institute shall be held in Delhi or New Delhi unless otherwise decided by a specific resolution of the General Body.

(ii) The meetings of the General Body shall be called by the Chairman on a requisition signed by not less than 17 (seventeen) members.

(iii) There shall be an annual meeting of the General Body and such other meetings as may be decided upon by the Board of Governors in consultation with the Chairman.

(iv) The Chairman may convene, in consultation with the Board of Governors, a meeting of the General Body.

(v) Nine members, including the Chairman, shall constitute a quorum at any meeting of the General Body.

## 8. Board of Governors

8.1 There shall be a Board of Governors for the Indian Institute of Tourism & Travel Management consisting of the following members:

S. No.	Designation	Capacity
1.	Union Minister of Tourism	Chairperson
2.	Secretary (Tourism), Government of India	Vice Chairperson
3.	Joint Secretary, Ministry of Tourism, Government of India	Member
4.	Additional Director General, Ministry of Tourism, Government of India	Member
5.	Financial Advisor, Ministry of Tourism, Government of India	Member
6.	CMD, ITDC (India Tourism Development Corporation)	Member

7.	Nominee of TAAI (Travel Agents Association of India)	Member
8.	Nominee of IATO (Indian Association of Tour Operators)	Member
9.	Nominee of ITTA (Indian Tourist Transporters Association)	Member
10.	Nominee of AICTE (All India Council for Technical Education)	Member
11.	Nominee of FFFAI (Federation of Freight Forwarders' Associations in India)	Member
12.	Nominee of NCHMCT (National Council for Hotel Management and Catering Technology)	Member
13.	Nominee of Ministry of Railways	Member
14-18	5 experts nominated by Central Government 1. Shri Tajinder Singh Talwar 2. Shri Ajai Kumar Gupta 3. Shri Inder Sharma 4. Prof. Pushpesh Pant 5. Dr. K P Isaac	Members
19.	One Professor of IITTM on rotation among Professors (on the basis of seniority for a term of two years)	Member
20.	Director-IITTM	Member Secretary

8.2 The Institute shall keep a roll of the members of Board giving their addresses and occupations, and every member shall sign the same. If a member of the Board changes his address, he shall notify his new address to the Director, who shall thereupon enter his new address in the roll of members. If the member fails to notify his new address, the address in the roll of members shall be deemed to be his address.

8.3 The members of the Board or of any Committee appointed by it shall not be entitled to any remuneration from the Institute, but non-official members of the Board or any Committee appointed by it, shall be paid by the Institute such traveling and daily allowance as may be provided for in the Bye-laws to be made in this behalf in respect of any journeys undertaken by them for attending the meetings of the Board or the Committee set up by the Board in connection with any business of the Institute or for any other work connected with the Institute.

“The Central Govt. may reconstitute the Board at any time, if considered necessary”.

## **9. Tenure of membership of the Board**

Where a member of the Board becomes a member by virtue of the office he holds, his membership shall stand terminated when he ceases to hold that office

The term of membership of the Chairman, Senior Vice-Chairman, Vice-Chairman and the nominated members of the Board shall ordinarily be three years from the dates of their nomination.

A member of the Board shall cease to be such a member on the happening of any of the following events:

- (a) If he dies, resigns, becomes of unsound mind, becomes insolvent, or is convicted of a criminal offence involving moral turpitude;
- (b) If he is removed from membership by the Central Government;
- (c) If he accepts a full-time appointment in the Institute; Provided that this will not apply to Director, who is the Member-Secretary of the Board.
- (d) If he fails to attend three consecutive meetings of the Board without obtaining the leave of the Chairman.

A member of the Board, other than the Chairman or ex-officio member, may resign his membership by a letter addressed to the Chairman, and such resignation shall take effect from the date it is accepted by the Chairman.

Any casual vacancy in the Board shall be filled by nomination by the Central Government in consultation with the Vice-Chairman and the member so nominated to fill such a casual vacancy, shall hold office for the remainder of the term of the member in whose place he has been nominated.

## **10. Chairman**

The Minister of Tourism shall be the Chairman of the Board.

The Chairman, in addition to presiding over the meetings of the Board, shall perform such functions and shall have such powers as the Board may decide.

## **11. Meeting and proceedings of the Board**

Meeting of the Board should be held not less than twice a year at

such place and date as may be fixed by the Chairman. For the purpose of these Rules, each year shall be deemed to commence on the 1<sup>st</sup> day of April and terminate on the 31<sup>st</sup> day of March of the following year.

A special meeting of a Board may be called at any other time by the Chairman, either on his own initiative or at the request of not less than seven members of the board.

For every meeting of the Board, at least fifteen days notice shall be Given to the members. Non-receipt of notice of any meeting of the Board by any member shall not, however, invalidate the proceedings of the meeting.

One-third members, including the Chairman, shall constitute a quorum at any meeting of the Board.

In case of different of opinion among the members, the opinion of the majority shall prevail.

Each member of the Board, including the Chairman, shall have one vote, and if there be a tie of any question to be determined by the Board, the Chairman shall, in addition, have and exercise a casting vote.

Every meeting of the Board shall be presided over by the Chairman, and, in his absence by the Senior Vice-Chairman.

Any business of the Institute to be performed by the Board, except such as may be placed before the meetings of the Board, may be carried out by circulation among all its members and any resolution, so circulated and approved by a majority of the members who have signified their approval or disapproval of such resolution, shall be as effective and binding as if such resolution had been passed at a meeting of the Board.

## **12. Functions and Powers of the Board**

The Board shall be the highest executive body of the Institute. It shall be the function of the Board generally to carry out the objectives of the Institute as set forth in the Memorandum of Association.

The Board shall be responsible for the organization, general Superintendence, direction and control of the activities of the Institute and shall exercise all the powers of the Institute not otherwise provided for in these Rules and Regulations.

In the discharge of its functions, the Board shall be guided by such Directives on questions of policy as may be given to it by the Central Government.

The Board shall, inter alia, exercise the following powers:

- 1) Take decisions on questions of policy relating to administration and working of the Institute.
- 2) Consider and approve the programme of the Institute within the scope of the objectives of the Institute and within the scope of the budget.
- 3) Frame, Rules and Regulations, and Bye-laws for the conduct of the Institute, and to add to, amend or repeal them from time to time with the approval of the Central Government.
- 4) Consider, approve and authorize operation of the funds of the Institute.
- 5) Consider and pass resolution on the Annual Report, the Annual Accounts and the budget estimates of the Institute and submit them to the Central Government.
- 6) Draw up development plans of the Institute for consideration of Central Government.
- 7) Approve the participation of the Vice Chairman and the Director in the International conferences.
- 8) Appoint Committees for the disposal of any of its business or for tendering advice on any matter pertaining to the Institute.
- 9) Institute and award fellowships, scholarships, prizes and medals.
- 10) Create scientific, technical, administrative and other posts under the Institute, other than the post of Director, and to select and make appointment thereto, except in respect of the posts for which the Director is the appointing authority, provided that no appointment shall be made at a salary exceeding the maximum of the scale of pay of the Director, except with the approval of the Central Government. However, the financial advisor will exercise due caution keeping in view the ban orders while agreeing or recommending any proposal for creation of posts by the Board.
- 11) Co-operate and collaborate with other national and/or foreign institutions and international organizations in the fields of tourism and travel management, provided that previous approval of the Central Government shall be obtained for collaboration with foreign institutions and international organizations.
- 12) Acquire by gift, purchase, exchange, lease, hire or otherwise howsoever any property, movable or immovable, and to construct, improve, alter, demolish or repair buildings, works and constructions, as may be necessary or convenient for carrying out the activities of the Institute,

provided that the previous approval of the Central Government shall be obtained:

- (a) to undertake any capital expenditure for purchase, acquisition or construction of any immovable property at a cost exceeding Rs. 15 lakhs, and
  - (b) to enter into a lease of any immovable property for a period exceeding five years.
- 13) Deal with any property belonging to or vested in the Institute, in the best interest of the Institute, provided that prior approval of the Central Government shall be obtained for disposal of any immovable property.
  - 14) Negotiate, enter into and make contracts and deeds of the Institute.
  - 15) Delegate its powers to the Vice-Chairman and/or the Director and through them or directly to other members of staff of the Institute or to any Committee appointed by it.
  - 16) Receive grants, gifts, donations or other contributions from the Central Government or from any other source, approved by the Central Government, provided that no benefaction shall be accepted by the Institute which, in its opinion, involves conditions or obligations contrary to the objectives of the Institute.
  - 17) To do all such acts and things as are incidental or conducive to the discharge of its functions and attainment of any one or more of the objects specified in the Memorandum of Association.
  - 18) To award degree, diploma, certificates and other distinctions to candidates trained and to prescribe standards of proficiency before award of such degrees, diplomas, certificates and other distinctions are conferred.
  - 19) To co-operate with the encourage other educational and professional institutions engaged in the pursuit of like objectives.
  - 20) To subscribe to or collaborate with or become a member of other institutions and organizations in any part of the world having objects wholly or partly similar to these of the Institute in such a manner as may be considered desirable by the authorities of the Institute.
  - 21) The two Vice-Chairmen- one will be the Director General of Tourism in his ex-officio capacity and the other will be a non-official with a minimum of 5 years experience in top management positions in the tourism industry preferably with professional management qualification who will be fully

responsible for the academic activity of the Institute, the developmental programmes of the Institute and its academic policy both as a center in India and as an international centre. In so far as these activities are concerned, the Director of the Institute shall be responsible to the non-official Vice-Chairman. The ex-officio Vice Chairman, who would be the Director General of Tourism, will be responsible for all matters relating to governmental responsibilities and matters of finances.

### **13. Director**

The Director shall be appointed by the Board with the prior Approval of the Central Government. The Director shall hold office for such period and on such terms as to remuneration as may be decided by the Board from the time to time after prior approval of the Central Government.

The Director shall be a person of knowledge and experienced in The field of tourism and/or management and has eminent professional standing in these fields.

In the event of the post of Director remaining vacant for any Reason, it shall be open to the Board to authorize any officer or officers (employees) of the Institute to exercise such powers, functions and duties of the Director, as the Board may deem fit, till a Director is appointed.

### **14. Functions and Powers of the Director**

The Director shall function under the supervision of the Vice-Chairman.

The Director shall be responsible for the day to day management Its activities and overall administration of the Institute under the direction of the Vice Chairman. He shall discharge these responsibilities in accordance with the Rules and Bye-laws of the Institute. In case of an emergency, he may take such actions as may be necessary and report it immediately to the Board.

It shall be responsibility of the of the Director to see that all money are expended on the purpose for which they are granted or allotted.

He shall be the custodian of the records and such other property of the Institute as the Board/Vice Chairman may commit to his charge.

Subject to the provisions of these Rules and Regulations and the

Bye-laws made there under, the Director shall, inter-alia , exercise the following functions and powers, namely:

1. All expenditure within the budget grant shall be administered by the Director or a member of the staff to whom he has delegated this power with the approval of the Board/Vice-Chairman. The Director shall have the power to make reappropriations subject to the following conditions:
  - (i) Reappropriation to augment the provision under the head “Salaries, Allowances and Provident Fund/Pension Contributions” shall require the prior consent of the Board/Vice-Chairman.
  - (ii) No Reappropriation shall be made from the head of Capital Expenditure to the head of Revenue Expenditure.
  - (iii) Reappropriations within the head of Capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board/Vice-Chairman.
2. Submit the accounts, the budget estimates and other proposals of the Institute to the Vice-Chairman for their considerations; and
3. Conduct official correspondence on behalf of the Institute.
4. Convene meetings of the Board in consultation with the Vice-Chairman.
5. Keep or cause to be kept proper records and minutes of the proceedings of the Board meetings, and be responsible for implementation of the resolutions passed by the Board.
6. Select and make appointments to the posts under the Institute as prescribed under Rule 22 for which he is the appointing authority under these Rules.
7. Assign tasks to the staff members of the Institute, manage the undertaking of these tasks and exercise overall control including disciplinary control.
8. Appoint Committees of members of the staff of the Institute to manage such activities as Library, workshop, store, etc.
9. Participate in national conferences and, with the approval of the Board, in international conferences.



10. Nominate members of the staff of the Institute to represent the Institute in national and international conferences in consultation with the Vice-Chairman.
11. Execute all contracts, deeds and assurances of property made on behalf of the Institute after the same have been approved by the Board.
12. Draw, make, accept, endorse, cheques, notes on other negotiable instruments for the purpose of the Institute.
13. Redelegate some of his powers to any of his subordinates, with the approval of the Board.
14. Exercise such other powers as may be assigned to him by these Rules and Regulations and Bye-laws framed there under.

In the discharge of his functions in relations to the Board, Vice-Chairman and the Director shall be assisted by the Administrative officer of the Institute.

**15. Function and powers of the other authorities and officers**

The power and duties of authorities and officers other than those Mentioned in these Rules shall be as directed by the Board.

**16. Delegation of Powers**

For facilitating smooth running of the Institute the Board may delegate such powers vested in it, as may be necessary to the Vice-Chairman and the Director, or directly to other member of the staff of the Institute to committed appointed by it.

**17. Funds of the Institute**

The Institute shall maintain a fund to which shall be credited:

- (i) All money provided by the Central Government;
- (ii) All money received by the Institute by way of grants, gifts, donations or other contributions approved by the Central Government.

All money credited to the Fund shall be deposited in such banks and accounted for in such manner as the Board may, with the approval of the Central Government, decide.

The Fund shall be applied towards meeting the expenses of the Institute including the expenses incurred in exercises of its powers.

The Bank account of the Institute shall be kept in the name of the Institute and shall be operated upon jointly by any two out of the Director, the Administrative Officer and the Accounts Officer as may be designated by the Board.

The income and property of the Institute, however, derived, shall be applied towards promotion of the objects set forth in the Memorandum of Association subjects, nevertheless, in respect of the expenditure of grants made by the Central Government to such limitations income and property of the Institute shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit, to persons, who at any time are, or have been members of the Institute or to any of them, or to any persons claiming through them or any of them, provided that nothing herein shall prevent the payment, in good faith, of honorarium to any member, or other persons in return for services rendered to the Institute; upon traveling allowances, halting allowance and other similar charges.

### **18. Accounts and Audit**

The Institute shall prepare an Annual Statement of Accounts in Such form as may be worked out by the Board in consultation with the Central Government.

The Institute shall have a qualified accountant on its staff, who shall be qualified Auditor, and whose business is to anticipate difficulties, assist in resolving them and help the Director to devise procedures which will enable the work of the Institute to be carried forward smoothly and effectively. The terms and conditions of service of the Accountant shall be as laid down by the Board from time to time.

The accounts of the Institute shall be audited annually by a Chartered Accountant or accountants as defined in the Chartered Accounts Act, 1949 (XXVIII of 1948) to be appointed by the Board in consultation with the Controller and Auditor General of India.

Central Government shall have the right to demand production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of the Institute.

The Accounts of the Institute as audited and certified by the Chartered Accountant appointed for the purpose shall be forwarded annually to the Central Government.

### **19. Annual Report**

With six months of the close of every financial years, the Institute shall submit to the Central Government an annual report on its working during the previous year together with an audited statement of accounts showing the receipts and expenditure for the previous year.

## **20. Budget**

The annual budget of the Institute shall be drawn up in a format indicated by the Central Government. It shall normally be considered by the Board in September and then transmitted for approval by the Government.

## **21. Pension and Provident Fund**

The Institute shall constitute for the benefit of its employees, including the Director, in such manner and subject to such conditions as may be prescribed by the Bye-laws such pension, insurance and/or provident funds schemes, as it may deem fit.

## **22. Appointments**

All appointments on the staff on the Institute, except that of the Director, shall be made in accordance with the procedure laid down in the Bye-laws by:

- (i) The Board, if the appointment is made in any cadre the maximum pay for which exceed Rs. 950/- per month.
- (ii) The Director, in other cases.

## **23. Bye-laws**

The Board shall, with the sanction of the Central Government, frame, amend or repeal bye-laws not inconsistent with these Rules for the administration and management of the affairs of the Institute.

And in particular to provide for the following matters:

- 1) the preparation of budget estimates, the sanctioning of expenditure, making and execution of contracts, maintenance of accounts and audit.
- 2) the allowance to be paid to the Chairman, Vice Chairman and members of the Board, and to the members of the Committees appointed by Board.
- 3) the classification and procedure for appointment of officers and staff under the Institute.

- 4) the terms and tenure of appointments, rules of disciplines and other conditions of service of the officers and staff of the Institute.
- 5) the term and conditions governing deputation of officers and staff.
- 6) conduct of business by the Board and the Committees constituted by it, the power and functions of such Committees and the terms of office and their membership.
- 7) the constitution of pension, insurance and provident funds schemes for the benefit of the employees of the Institute.
- 8) Fixation of fees to be charged for services rendered by the Institute.
- 9) the terms and conditions governing fellowships, scholarships, medals and prizes.
- 10) such other matter as may be necessary for the administration of the affairs of the Institute including those which, by these rules, are to be or may be prescribed by the bye-laws.

#### **24. Alterations of the Rules and Regulations**

Subject to the approval of the Central Government the Board may alter these Rules and Regulations at any time by a Resolution passed by a majority of three fourths of the members present and voting at any meeting of the Board which shall have duly convened for the purpose.

#### **25. Seal of the Institute**

The Board shall provide a seal and also provide for its safe custody, and the sea shall never be used except by the authority of the Board previously given and one member of the Board shall sign every instrument to which the seal is affixed, and every such instrument shall be countersigned by the Director or by some other persons appointed by the Board.

#### **26. Acts and proceedings not to be invalidated by vacancies etc.**

No act of the Board or the Institute or any other body set up under these rules and the bye-laws framed there under, shall be invalid merely by reasons of:

- (a) any vacancy of defect in the election, nomination or appointments of a person acting as a member thereof; or

(b) any irregularity in its procedure not affecting the merits of the case.

## **27. Transitional provisions**

Notwithstanding anything contained in these Rules:

27.1 Until appropriate rules of procedures and Bye-laws are drawn up under these Rules, the rules, regulations and procedures prescribed by the Government of India and the Director General of Tourism shall continue to apply to the Institute.

## **28. Interchangeability of staff**

With out prejudice to the provisions made in Rule 25 for the transitional period;

The Institute may take on its establishment, staff on deputation from the Department of other scientific institutions, or require any of its members of staff to work at other institutions with similar objectives under terms and conditions that may be prescribed for the purpose.

## **29. Review by Central Government**

On direction by the Central Government, the work and progress of the Institute shall be reviewed and enquiries held into its affairs and a report thereon submitted to the Central Government. may take such action on the report and issue such directives as it may consider necessary in respect of any of the matters dealt with in the report, and the Institute shall be bound to comply with such directives.

## **30. Annual list of Board of Governors**

Once every year a list of the office bearers and members of the Board of Governors shall be filed with the Registrar of Societies, Delhi, as required under Section 4, of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

## **31. Legal Proceeding**

The Society may sue or be sued in the name of the Director or as may be specifically decided by the Board of Governors as shall be determined by the Rules and Regulations of the Society and in default of such determination by such person as shall be appointed by the Board as per provision laid down under section: 6, of the Societies Registration Act of 1860, applicable to the Union Territory of Delhi.

## **32. Amendment**

Any kind of amendment in the Memorandum of the Society shall be made as per provisions of section 12 and 12(A) of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

### **33. Dissolution and adjustment of affairs**

If the Institute need to be dissolved it shall be dissolved as per Provision laid down under section 13 and 14 of the Societies Act of 1860, as applicable to the Union Territory of Delhi.

### **34. Application of the Act**

All the provisions under all the sections of Societies Registration Act of 1860, as applicable to the Union Territory of Delhi shall apply to this Institute.

### **35. Essentiality Certificate**

Certified that this is the correct copy of the Rules and Regulations of the Institute.

Sd/-  
(Sr. Vice Chairman)  
Dr. B. Venkataraman  
Secretary  
Ministry of Tourism  
New Delhi

Sd/-  
(Vice Chairman)  
G.N. Mehra  
Additional Secretary  
Ministry of Tourism  
New Delhi

Sd/-  
(Member)  
S.L. Chopra  
Director (Admn.)  
Ministry of Tourism  
New Delhi-110001