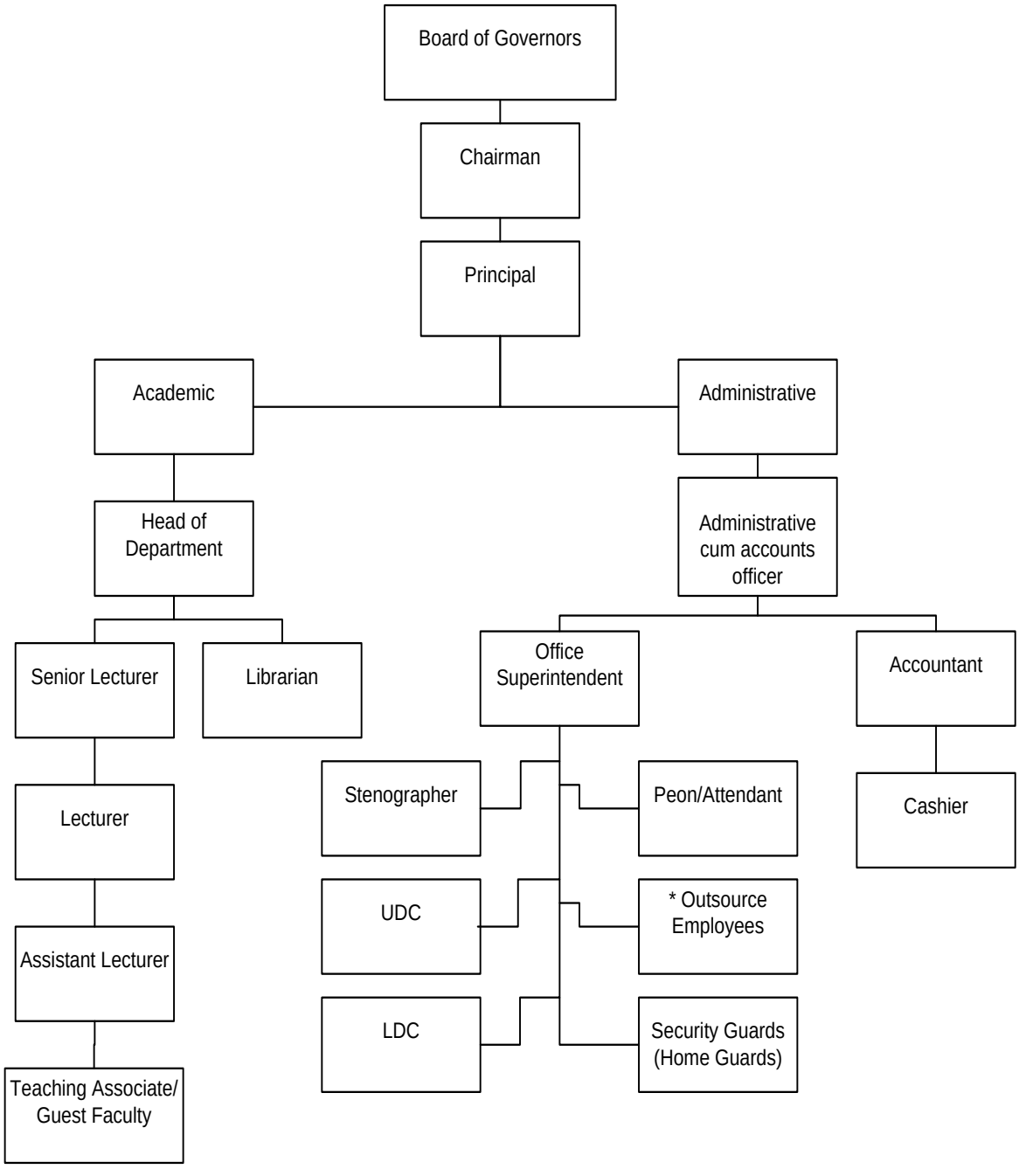
RTI Manual for IHM Shimla, May -2026

Ministry Name: Ministry of Tourism
Department Name: Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla
Public Authority Name: IHM Shimla

Sr. No.	Details of disclosure
1	**Organisation and Function**
	Organization – The Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla was established in 1984, as an autonomous body under Ministry of Tourism, Government of India to train manpower for hospitality industry. The institute is registered under society registration Act XXI of 1860 (Himachal Pradesh). The Institute gets grant-in-aid from Govt. of India, Ministry of Tourism. The Institute is under the superintendence of Board of Governors. Click here to view/download **Composition of BOG - IHM Shimla.** The Institute is affiliated to National Council for Hotel Management & Catering Technology, Noida (an apex body under Ministry of Tourism, Govt. of India). The Registered office of the Institute society is at Kufri- Shimla.
1.1	**Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]**
1.1.1	**Name and address of the Organization**
	Name:- Institute Of Hotel Management Catering & Nutrition Kufri, Shimla Address:-Institute Of Hotel Management Catering & Nutrition Kufri, Shimla, Himachal Pradesh Pin:- 171012
1.1.2	**Head of the organization**
	Dr. Mukul Dimri, Principal
1.1.3	**Vision, Mission and Key objectives**
	Vision:- To be a Centre of Excellence in Innovative Interdisciplinary and Qualitative Hospitality Education. To create environment for experiential learning and applied research. To prepare professionals to thrive in and contribute to an ever-changing global society. Mission:- To impart Hospitality education to students for becoming successful professionals at Global level.
1.1.4	**Function and duties**
	Functions and Duties (Key Objectives) - Institute of Hotel Management, Kufri- Shimla is an educational Institute and its main functions and duties are- a) To impart theoretical and practical training to the students in the field of Hospitality

	Education. b) To provides trained manpower to the Hotel & Restaurant and allied Industry. c) To organize training programmes for the staff/workforce engaged in the organized and un-organized sectors of Tourism & Hospitality industry. d) To develop Nutritional, balance diet meals and popularize them. e) To provide technical support to the new and existing Hotel & Restaurants. f) To support central and state government to accomplish their missions pertaining to hospitality industry time to time. g) Detailed objectives of the society are as contained in the Memorandum of Association of the Society available in the office.
1.1.5	**Organization Chart**
	

	* Data Entry Operator, Foreman, Electrician, Hostel Wardens, MTS (Attendant and Housekeepers)

1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions				
	Sr. No.	**Name**	**Designation**	**From**	**To**
	1.	Sh. N.S. Bhuie	Principal	01/07-1984	29-07-1998
	2.	Sh. D.Mukerjee	Officiating Principal	August 1998	13-01-2000
	3.	Sh. D.Mukerjee	Principal	14-01-2000	30-09-2012
	4.	Dr. Manoj Sharma	Principal-in-charge	10-10-2012	16-12-2019
	5.	Dr. Mukul Dimri	Principal	17-12-2019	
1.2	**Power and duties of its officers and employees [Section 4(1) (b)(ii)]**				
1.2.1	Powers and duties of officers (administrative, financial and judicial)				
	The Organization Chart of the Institute is placed at Annexure-A which also indicates the post hierarchy, channel of supervision /functions/powers & duties, work allocation of the officers/staff & other employees of the Institute. In all the matters Institute broadly follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organizations. Other rules & regulation of the society are as contained in the Rules & Regulation of the society available in the office, passed in the board. **Click here to view/download Annexure-A-(Posts, Hierarchy & Duties of the Officers/Staff)**				
1.2.2	Power and duties of other employees				
	Click here to view/download Annexure-A				
1.2.3	Rules/ orders under which powers and duty are derived and				
	Rules/ orders under which powers and duties are derived from Memorandum of Association **Click here to view/download Memorandum of Association**				
1.2.4	Work allocation				
	Click here to view/download Annexure-A				
1.3	**Procedure followed in decision making process [Section 4(1)(b)(iii)]**				
1.3.1	Process of decision making Identify key decision-making points				
	The routine academic and administrative decisions are taken by the Principal in consultation with the Departmental In Charges & Administrative Officer of the Institute. The general superintendence, direction, and control to the affairs of the society and its income and property are vested with the Board. The power of the decision may be delegated to the Departmental In charges & Administrative Officer from time to time. The routine academic and administration decisions are taken by the Principal as per rules provided by National Council and Government of India, in consultation with departmental in charges & AAO. The power for making decision may be delegated from time to time.				

1.3.2	Final decision-making authority
	Chairman, B.O.Gs
1.3.3	Related provisions, acts, rules etc.
	The matter apart from day to day affairs are presented to the Chairman, B.O.Gs. and Ministry of Tourism for decision / approval/ guidance. **Click here to view/download Rules and regulations**
1.3.4	Time limit for taking a decision, if any
	Discissions are taken in time bound manner as per govt. guidelines
1.3.5	Channels of supervision and accountability
	Channel of supervision and accountability is as per the organizational chart & every employee is accountable to the duties assigned by authority to the employee time to time.
1.4	**Norms for discharge of functions [Section 4(1)(b)(iv)]**
1.4.1	Nature of functions/ services offered
	Academic and Administration wise different functions
1.4.2	Norms/ standards for functions/ service delivery
	a) Academic functions The main function of the Institute is to facilitate the academic activity and academic administration. The timetable for conduct of academic functions is based on the subject, syllabus, teaching load and academic calendar is formulated by the National Council for Hotel Management, Noida for all Institutes of Hotel Management affiliated with the council. All other academic decisions are taken by the Principal in consultation with Departmental In charges and other faculty members. Different committees are framed for academics & various extracurricular activities etc. of the Institute & the related matters are resolved by the respective Incharges from time to time. b) Administrative Functions The administrative functions are discharged by the Principal in consultation with the Administrative Officer as per the rules of Government of India adopted by the Institute. Different committees are framed for purchases by the competent authority and other precedents of material for the Institute. In all the matters Institute follows the same, regulations and manuals etc. as prescribed by the Central Government for Central Civil Services Organisations. Other rules & regulation of the society are as contained in the rules & regulation of the society.
1.4.3	Process by which these services can be accessed.
	All services are accessible at the Institute through online mode as well as offline mode.
1.4.4	Time-limit for achieving the targets.
	It is as per academic calendars of the Institute. **Click here to view/download Academic Calendars**
1.4.5	Process of redress of grievances
	Grievances can be reported/sent directly to Principal by hand or through email. For special cases related to students and employees specific cases, separate committees like Anti Ragging Committee, Disciplinary committee & sexual harassment committees are formed for dealing with such cases under supervision of Principal. **(For details click here)**

1.5	**Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]**
1.5.1	Title and nature of the record/ manual /instruction.
	Click here to view/download Rules and regulations
1.5.2	List of Rules, regulations, instructions manuals and records.
	Click here to view/download Rules and regulations
1.5.3	Acts/ Rules manuals etc.
	Click here to view/download Rules and regulations
1.6	**Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]**
1.6.1	Categories of documents
	Academic and Administrative documents.
1.6.2	Custodian of documents/categories
	Custodian of all documents at IHM Shimla is Principal.
1.7	**Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]**
1.7.1	Name of Boards, Council, Committee etc.
	Board of Governors- IHM Shimla The Board of Governors of Institute of Hotel Management, Kufri- Shimla is comprised of the members from the Government of India, State Government and eminent personalities of the Hotel & Restaurant Industry nominated by Central Government. The Board of Governors of Institute of Hotel Management, Kufri- Shimla is headed by Principal Secretary/ Secretary Tourism, Govt. of Himachal Pradesh.
1.7.2	Composition
	Click here to view/download Composition of BOG - IHM Shimla
1.7.3	Dates from which constituted
	05-05-1994
1.7.4	Term/Tenure
	The Term/Tenure, Powers & Functions are as per the Rules & Regulations of the Institute. As per the Recruitment & Promotion Rules framed by the Ministry of Tourism, Govt. of India various selection committees have been framed.
1.7.5	Powers and functions
	The highest power has been vested in the BOG's of Institute in terms of all decisions related to academic/administrative/financial. **Click here to view/download Memorandum of Association**
1.7.6	Whether their meetings are open to the public?
	Yes **(Link of Minutes of BOG Meeting)**
1.7.7	Whether the minutes of the meetings are open to the public?
	Yes **(Link of Minutes of BOG Meeting)**
1.7.8	Place where the minutes if open to the public are available?

	(Link of Minutes of BOG Meeting)		
1.8	**Directory of officers and employees [Section 4(1) (b) (ix)]**		
1.8.1	Name and designation		
	Click here to view/download Directory of officers and employees		
1.8.2	Telephone, fax and email ID		
	Click here to view/download Directory of officers and employees		
1.9	**Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]**		
1.9.1	List of employees with Gross monthly remuneration		
	Click here to view/download Gross monthly remuneration		
1.9.2	System of compensation as provided in its regulations		
	The Salaries and allowances of the employees of Institute are those prescribed by the Department of Tourism, Government of India and the Ministry of Finance from time to time, for Central Government employees of different Categories adopted with the approval of the Board of Governors. The employees are also entitled for LTC, CCL, Gratuity, Medical Reimbursement Etc.		
1.10	**Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]**		
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority		
	Dr. Mukul Dimri, Principal/ **First Appellate Authority**	**Sh. Deepak Parmar,** Administrative cum Accounts Officer/ **Central Public Information Officer**	**Sh. Vinod Kumar Sharma,** Office Superintendent/ **Assistant Public Information Officer**
1.10.2	Address, telephone numbers and email ID of each designated official.		
	Dr. Mukul Dimri, First Appellate Authority Address:- Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla. Himachal Pradesh Pin:- 171012 Landline:- 0177-2735901 Mob:- 98160 41671 Email:- ihmkufri@yahoo.com	**Sh. Deepak Parmar, Central Public Information Officer** Address:- Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla. Himachal Pradesh Pin:- 171012 Landline:- 0177-2735903 Mob:- 94180 78393 Email:- deepakihmshimla@gmail.com	**Sh. Vinod Kumar Sharma, Assistant Public Information Officer** Address:- Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla. Himachal Pradesh Pin:- 171012 Landline:- 0177-2735954 Mob:- 98164 59555 Email:- vinsonu72@gmail.com
1.11	**No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))**		
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings		
	Nil		
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings		
	Nil		
1.12	**Programmes to advance understanding of RTI (Section 26)**		

1.12.1	Educational programmes
	IHM Kufri organizes session on RTI awareness for employees and students on regular intervals. (The CPIO of the Institute Mr. Deepak Parmar (AAO) had organized a session for creating awareness about the Right to Information Act-2005 for employees and students of the Institute during Induction Programme held on 06th August 2024).
1.12.2	Efforts to encourage public authority to participate in these programmes
	The circulars and notifications received from CIC are also marked with/displayed on the Notice board of the Institute.
1.12.3	Training of CPIO/APIO
	Mr. Deepak Parmar (CPIO) Mr. Vinod Kumar Sharma (APIO) have attended the two days training on RTI at HIPA from 13th January 2022 to 14th January 2022.
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned
	The last update is on 08th May 2026.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]
1.13.1	Transfer Policy and Transfer orders [F No. 1/6/2011- IR Dt. 15.4.2013]
	Not Applicable to this Institute
2	**Budget and Programme**
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]
2.1.1	Total Budget for the public authority
	IHM Shimla is an autonomous body (Self-Financed) no budget except for infrastructure. **Click here to view/download Budget**
2.1.2	Budget for each agency and plan & programmes
	IHM Shimla is an autonomous body (Self-Financed) no budget except for infrastructure
2.1.3	Proposed expenditures
	It is given under 2.1.1 above
2.1.4	Revised budget for each agency, if any
	It is given under 2.1.1 above
2.1.5	Report on disbursements made and place where the related reports are available
	This report on disbursement is contained in Annual Report of Institute. **Click here to view/download Annual Report**
2.1.6	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. (GEM PORTAL DETAILS)
	Click here to view/download Details of the Bids awarded through GeM
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)
2.2.1	Budget

	There is no separate budget for foreign and domestic tours it is met from the general budget. It is given under 2.1.1 above
2.2.2	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
	Budget for domestic and foreign is not from general budget
	Click here to view/download Tours of Principal
2.2.3	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. (GEM PORTAL DETAILS)
	Click here to view/download Details of the Bids awarded through GeM
2.3	**Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**
	Not Applicable
2.3.1	Name of the programme of activity
2.3.2	Objective of the programme
2.3.3	Procedure to avail benefits
2.3.4	Duration of the programme/ scheme
2.3.5	Physical and financial targets of the programme
2.3.6	Nature/ scale of subsidy /amount allotted
2.3.7	Eligibility criteria for grant of subsidy
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)
2.4	**Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]**
	Not Applicable
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities
2.5	**Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]**
	Not Applicable
2.5.1	Concessions, permits or authorizations granted by public authority
2.5.2	For each concession, 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 authorizations, (d) Date of award of concessions/ permits of authorizations
2.6	**CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]**
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.
	Click here to view/download CAG Report
3	**Publicity Band Public interface**
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]
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens
	Click here to view/download Official forms in public domain, Annual Report, Rules and regulations, Various Committees of Institute, Minutes of BOG Meeting, etc.
3.1.2	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
	Any visitor can visit the Institute for seeking any information on any working day between 9:00 a.m. to 05:30 p.m. CPIO IHM Shimla may be contacted in his office at below address:- **Sh. Deepak Parmar, Central Public Information Officer** Address:- Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla. Himachal Pradesh Pin:- 171012 Landline:- 0177-2735902, Mob:- 94180 78393
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle(SPV), if any
	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)
	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.
	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals
	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP
	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government
	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes
	Not Applicable
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)
	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP Project
	Not Applicable
3.2	**Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]**
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year
	The list of documents is given under 3.1.1 above
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process
	The list of documents is given under 3.1.1 above
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of Policy
	The list of documents is given under 3.1.1 above
3.3	**Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]**
3.3.1	Use of the most effective means of communication - Internet (website)
	Institute is using its website https://ihmshimla.ac.in for dissemination of information widely and in a easily accessible way.
3.4	**Form of accessibility of information manual/ handbook [Section 4(1)(b)]**
3.4.1	Information manual/handbook available in electronic format

	Yes, RTI Information Manual is available in Electronic format in RTI section of Institute's website. **Click the link to visit the RTI Page where RTI Information Manual is available for download.**
3.4.2	Information manual/handbook available in Printed format
	Yes, RTI Information Manual is available in printed format in RTI Cell with CPIO.
3.5	**Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]**
3.5.1	List of materials available Free of cost
	The list of materials available free of cost is given under 3.1.1 above
3.5.2	List of materials available at a reasonable cost of the medium
	The hard copy of above material can be obtained by paying a reasonable fee as per the RTI Act 2005.
4	**E-Governance**
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]
4.1.1	Hindi **Click the link to visit the RTI Page where RTI Information Manual is available for download**
4.1.2	English **Click the link to visit the RTI Page where RTI Information Manual is available for download**
4.1.3	Vernacular/ Local Language
	Click the link to visit the RTI Page where RTI Information Manual is available for download.
4.2	**When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]**
4.2.1	Last date of Annual updation
	22/04/2026
4.3	**Information available in electronic form [Section 4(1)(b)(xiv)]**
4.3.1	Details of information available in electronic form
	The details of information available in electronic form is given under 3.1.1 above
4.3.2	Name/ title of the document/record/ other information
	As given under 4.3.1 above
4.3.3	Location where available
	As given under 4.3.1 above
4.4	**Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]**
4.4.1	Name & location of the faculty
	CPIO- RTI Cell, Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla. Himachal Pradesh Pin:- 171012 Landline:- 0177-2735902, Mob:- 94180 78393
4.4.2	Details of information made available
	All types of information available under RTI Act 2005.
4.4.3	Working hours of the facility
	09:00 a.m. to 05:30 p.m.
4.4.4	Contact person & contact details (Phone, fax email)
	Sh. Deepak Parmar, Central Public Information Officer Address:- Institute of Hotel Management, Catering & Nutrition, Kufri- Shimla. Himachal Pradesh Pin:- 171012 Landline:- 0177-2735902, Mob:- 94180 78393 Fax:- 0177-2735903 Email:-ihmkufri@yahoo.com
4.5	**Such other information as may be prescribed under Section 4 (i) (b) (xvii)**

4.5.1	Grievance redressal mechanism
	The detailed information is given under 1.4.5 above.
4.5.2	List of completed schemes/ projects/ Programmes
	Click here to view/download Annual Report
4.5.3	List of schemes/ projects/ programme underway
	Click here to view/download Annual Report
4.5.4	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract
	The detailed information is given in **Annual Report**
4.5.5	Annual Report
	Click here to view/download Annual Report
4.5.6	Frequently Asked Question (FAQs)
	Click here to view/download Frequently Asked Question (FAQs)
4.5.7	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d)Performance against the benchmarks set in the Citizen's Charter
	Click here to view/download Citizen's Charter
4.6	**Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]**
4.6.1	Details of applications received and disposed
	Click here to view/download RTI Quarterly Reports 2025-2026
4.6.2	Details of appeals received and orders issued
	Click here to view/download RTI Quarterly Reports 2025-2026
4.7	**Replies to questions asked in the parliament [Section 4(1)(d)(2)]**
4.7.1	Details of questions asked, and replies given
	In the last two years no questions have been asked
5	**Information as may be prescribed**
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]
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015
	Current FAA:-Dr. Mukul Dimri Current CPIO:- Mr. Deepak Parmar Earlier FAA:-Dr. Manoj Sharma Earlier CPIO:- Mr. Sant Ram Verma
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out
	The third-party transparency audit was carried out by Dr. Debdipta Basu, Senior Assistant Director, Indian Rubber Materials Research Institute, West Bengal for the year 2024-2025 on 29th July 2025. **Click here to view/download Transparency Audit Report**
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers
	Nodal Officer RTI:-Dr. Mukul Dimri (Principal) Date of appointment:- 17/12/2019 CPIO:- Mr. Deepak Parmar APIO:- Mr. Vinod Kumar Sharma
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers

	RTI consultancy committee:- RTI PIOs/FAAs committee FAA:-Dr. Mukul Dimri (Principal) CPIO:- Mr. Deepak Parmar (AAO) APIO:- Mr. Vinod Kumar Sharma (OS) Ladies Representative: - Ms. Kirti Puri (HOD) Faculty Representative: -Mr. Sanjeev Kumar Puri (HOD) SC Representative: - Mr. Manuj Kumar (Lecturer) Students Representative: - Mr. Mihir Bhatnagar S/o Sh. Akesh Bhatnagar
5.1.5	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
	RTI PIOs/FAAs committee:- FAA:-Dr. Mukul Dimri (Principal) CPIO:- Mr. Deepak Parmar (AAO) APIO:- Mr. Vinod Kumar Sharma (OS) NCHMCT CPIO:- (Director NCHMCT)
6	**Information Disclosed on own Initiative**
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information
	RTI Information manual and FAQ's available on Institute's Website i.e. https://ihmshimla.ac.in
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 Grievances and Pensions.
	As per Govt. (GIGW) Guidelines the new website of Institutehttps://ihmshimla.ac.inhas been developed from NIC Shimla.
6.2.1	Whether STQC certification obtained and its validity
	The website audit certificate has been obtained from AAA Technologies Ltd. through NIC & its validity is one year. Date of Issue of Certificate is 21st February 2026.
6.2.2	Does the website show the certificate on the Website?
	Yes, Click here to view **Certificate**

Principal