

Government of Himachal Pradesh
Department of Tourism & Civil Aviation

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No.TSM-A(3)-1/2013 Dated Shimla-171002, the

NOTIFICATION

In supersession of this Department's Notification of even number dated 20.07.2013, the Governor, Himachal Pradesh, is pleased to publish the records and other activities of the Tourism & Civil Aviation Department at Administrative Department level at Secretariat as required under the provisions of Sub Section (1) (b) of Section 4 of the Right to Information Act, 2005 as under:-

(i) **THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES;**

Chief Minister is the Minister-in-charge of Tourism & Civil Aviation Department and the organization set-up of the Department is as under:-

GOVERNMENT/ SECRETARIAT LEVEL

1. Addl. Chief Secretary (Tourism & Civil Aviation) to the Government of Himachal Pradesh
2. Special/Additional/Joint/Deputy/Under Secretary to the Government of Himachal Pradesh (as the case may be).
3. Section Officer as Section In-charge.
4. Superintendent.
5. Senior Assistants.
6. Junior Assistants.
7. Clerks.
8. Personal Staff *i.e.* Private Secretary/ Personal Assistants/Sr.& Jr. Scale Stenographers/Steno-typists.
9. Peons.

FUNCTION AND DUTIES:-

At Secretariat level, the Tourism & Civil Aviation Department has one section. Addl. Chief Secretary (Tourism & Civil Aviation) is the administrative head of the Department and discharges the following duties of the Department:-

1. Development and promotion of Tourism.
2. State and District Tourist Advisory Committees.
3. Tourist Services- Supply of information, reservation of accommodation and provision of other amenities.
4. Hotel Legislation.
5. Construction/ maintenance of departmental tourist accommodation.
6. Sports such as Aero Sports, Adventure Sports, Winter Sports, Golf, Boat Clubs, Mountain biking, River rafting etc.
7. Recognition of Travel agents and Shikar agents.
8. Matters relating to shooting of films in Himachal Pradesh.
9. Establishment, budget and accounts matters.
10. Fossil Park and Institute of Hotel Management & Food Craft Institute.
11. Development of lakes in Himachal Pradesh.

12. Civil Aviation and Flying Clubs including Flying Training, Aero Sports Institute, Hang Gliding, Para Gliding Training and competitions, Site selection for airstrips, Helicopter services, Air-craft operations, upgrading of helipads and upgradation/extension of airports.
13. Establishment of ropeways.
14. Appeals relating to Essentiality Certificates.

This Department is administrative Department in reference to H.P. Tourism Development Corporation.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

Addl. Chief Secretary (Tourism & Civil Aviation) to the Govt. of H.P.:-

Addl. Chief Secretary is the head of the Department and maintains overall control of the Department.

Special/Additional/Joint/Deputy/Under Secretary (Tourism & Civil Aviation):-

To assist the Addl. Chief Secretary (Tourism & CA) on the issues as stated above.

Section Officer:-

The Section Officer is the in-charge of the section. He/she performs following duties:-

1. Supervise all the work of Section and marking dak to the Assistants.
2. Ensure timely submission of time bound cases/court cases.
3. Ensure all the Dealing Asstts. and Diarist are maintaining all required registers and keep the same updated.
4. To keep carefully watch on the movements of dak /files between Section and higher authorities.

Superintendent Gr-II:-

Superintendents Grade-II working in the Secretariat supervises work of the dealing assistants posted in the Section and submits their cases through the Section Officer. In the absence of Section Officer, the Superintendent Grade-II supervises the work of entire Section.

Senior/Junior Assistants:-

Senior/Junior Assistants deal with receipts and submit cases to the Section Officer through Superintendent. They are required to compile data or information and deal with matters including Cabinet Memorandums/Court Cases/ replies of Vidhan Sabha Question, so as to present complete cases with all relevant data and information with past precedents and viable/ feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record/registers.

Clerks:-

Clerk posted in the Section perform duties and functions as assigned to them by the Section Officer/Superintendent including the Diary/Dispatch work, maintain leave account, distribute dak after dairying to dealing assistants in the Section and open new files and also do the dealing of miscellaneous subjects.

Personal Staff: -

The general function of Personal staff i.e. Spl. Private Secretary/Private Secretary/Personal Assistant/Senior and Junior Scale Stenographers/Steno Typists is to assist the Secretary and other Middle level Officers in their day-to-day disposal of work and carry out such duties officially assigned to them. They have to handle files/records of confidential or secret nature and as such, they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the authorities in quick decision-making through dictation and typing. Further they have to perform the duties of Receipt of dak, preparation of notes and drafts. Attendance of telephones, Maintenance of Engagement Diary, Control over Vehicle/Driver, Arrangements for tours/pay etc., and also for maintenance of records.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

All the cases received in Tourism Section are submitted on files by the concerned dealing assistants, supervised by the Superintendent and submitted to the Section Officer. He/She submits it further to the Under/Deputy/Joint/Addl./Special Secretary and then to the Addl. Chief Secretary. Routine matters and informatory references are disposed of at Under/Deputy/Joint/Addl./Special Secretary level.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;

As stated at point (iii) above.

(v) THE RULES, REGULATIONS, INSTRUCTIONS MANUALS & RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;

The following various rules, regulations, instructions are followed while functioning the different works:—

- Rules of Business of Govt. of H.P.
- Standing Order of the Deptt.
- RTI Act, 2005 and Rules framed thereunder.
- Office Manual.
- CCS (conduct) Rules, 1964.
- CCS (Leave) Rules, 1972.
- CCS (CC&A) Rules, 1965.
- TA/ LTC Rules.
- GPF Rules.

- H.P. Financial Rules.
- CCS (Pension) Rules, 1972.
- FR & SR.
- H.P. Tourism Development & Registration Act & various rules framed thereunder.
- Handbooks Volume-I, II & III on personnel matters issued by the Department of Personnel.

- Vigilance Manual.
- Instructions regarding maintenance of ACRs. Instructions regarding pay fixation, Stepping up of pay, granting of ACPS benefits and removal of anomaly in pay of senior and junior officers and other relevant instructions issued by the advisory departments from time to time.
- Guidelines/parameters relating to Essentiality Certificate/Ropeways.
- HP Aero Sports Rules/HP River Rafting Rules.

(vi) A STATEMENT OF THE CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

Personal files of Class-I & -II departmental Officers, all files relating to service/establishment matters of all categories of employees and other files relating to subject matters of Tourism & Civil Aviation Department.

(vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;

The policy formulation matters are sent to the Cabinet for decision in consultation with advisory Departments i.e. Deptt. of Personnel, Finance and Law and H.P. Public Service Commission (if needed be).

(viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

A Tourism Development Board under the chairmanship of Hon'ble Chief Minister has been constituted. Tourism Development Councils for Manali, Khajiar and Kufri have also been constituted for the development of tourism. The minutes of the Board/Council are accessible for public.

(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;

Addl. Chief Secretary (Tourism & Civil Aviation) to the Govt. of H.P.	Ph. No. 0177-2620625
Under Secretary (Tourism & CA) to the Govt. of H.P.	Ph. No. 0177-2621002
Section Officer, Tourism Section	Ph. No.0177-2880573
Supdt., Tourism Section	Ph. No. 0177-2880573

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

1. Addl. Chief Secretary (Tourism & CA) = HAG Rs. 67000-79000/-
2. Under Secretary (Tourism & CA) = Pay Band of Rs. 15600-39100/- with Grade Pay of Rs. 6600/-
4. Section Officer/Private Secretary = Pay Band of Rs. 10300-34800/- with Grade Pay of Rs.5,400/-

5. Supdt./ P.A.	=	Pay Band of Rs. 10300-34800/- with Grade Pay of Rs. 4,800/-
5. Sr. Assistant/ Sr. Scale Steno.	=	Pay Band of Rs. 10300-34800/- with Grade Pay of Rs. 4,400/-
6. Jr. Asstt./ Jr. Scale Steno.	=	Pay Band of Rs. 5910-20200/- with Grade Pay of Rs. 2800/-
7. Clerk	=	Pay Band of Rs. 5910-20200/- with Grade Pay of Rs. 1900/-
8. Peon	=	Pay Band of Rs. 4900-10680/- with Grade Pay of Rs. 1300/-

No compensation is being provided to the officers/ officials.

(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

N.A.

(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

N.A.

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;

N.A.

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

At Secretariat level only Refnic system is available.

(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

The office of the Addl. Chief Secretary (Tourism & CA) to the Govt. of H.P. and other offices of this department are open for general public for collection of any type of information from 10 AM to 5 PM on every working day. To visit the offices as well as section, the gate entry passes are issued to the general public on every working day by the Secretariat Administration (Reception Section).

(xvi) **The names, designations and other particulars of the Public Information Officers:-**

Name and Designation	Office Address	Office telephone No.	E-mail address	Jurisdiction
Sh. Rajinder Negi, Under Secretary (Tourism & CA) to the Govt. of H.P.	Ellerslie Building, H.P.Sectt. Shimla- 171002.	0177- 2621002		Administrative Deptt. Level in the Secretariat in respect of Tourism & Civil Aviation Section.

(xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**

Nil.

By Order

Addl. Chief Secy. (Tourism & Civil Aviation) to the
Government of Himachal Pradesh

Endst. No. As above Dated Shimla-171002, the

Copy forwarded for information and necessary action to:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Commissioner, Tourism & Civil Aviation, H.P. Shimla-171009 with the request to kindly upload the notification in the Departmental Website to have access.
3. The Managing Director, H.P. Tourism & Civil Aviation, H.P. Shimla-1.
4. The Controller, Printing & Stationery, H.P. Shimla-5 for publication in the Rajpatra (through E-Gazette).
5. Guard file.

(Rajinder Negi)
Under Secretary (Tourism & CA) to the
Government of Himachal Pradesh
(Ph. No. 2621002)

**Government of Himachal Pradesh
Department of Tourism & Civil Aviation**

**No.TSM-A(3)-1/2013 Dated Shimla-171002, the
NOTIFICATION**

In supersession of this department's notification of even number dated 20.07.2013, the Governor, Himachal Pradesh in exercise of the powers conferred under clause 1 & 2 of Section 5 and clause 1 of Section 19 of the Right to Information Act, 2005 (Act No. 22 of 2005) is pleased to appoint/nominate the following officers for the implementation of Right to Information Act, 2005 in respect of Tourism & Civil Aviation Department:-

Sr. No.	Designation	Office Address	Office telephone No.	E-mail address	Jurisdiction	Nominated as
1.	Addl. Chief Secretary (Tourism & Civil Aviation) to the Government of Himachal Pradesh.	Ellerslie Building, H.P.Sectt. Shimla-171002.	0177-2620625	tourismsecyhp@nic.in	Administrative Deptt. level in the Secretariat in respect of Tourism & Civil Aviation Section.	Appellate Authority
2.	Special/Additional/Joint/Deputy/Under Secretary (Tourism) to the Govt. of H.P.	Armsdale Building, H.P.Sectt. Shimla-171002.	0177-2621002	---	Administrative Deptt. level in the Secretariat in respect of Tourism & Civil Aviation Section.	Public Information Officer
3.	Section Officer, Tourism & Civil Aviation Section, H.P. Sectt. Shimla.	Armsdale Building, H.P.Sectt. Shimla-171002.	0177-2880573	tourismbrhp@nic.in	Administrative Deptt. level in the Secretariat in respect of Tourism & Civil Aviation Section.	Assistant Public Information Officer

By Order

**Addl. Chief Secretary (Tourism & CA) to the
Government of Himachal Pradesh**

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2. The Commissioner, Tourism & Civil Aviation, H.P. Shimla-171009 with the request to kindly upload the notification in the Departmental Website to have access.
3. The Managing Director, H.P. Tourism Development Corporation Ltd. Shimla-1.
4. The Controller, Printing & Stationery, H.P. Shimla-5 for publication in the Rajpatra (through E-Gazette).
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**(Rajinder Negi)
Under Secretary (Tourism & CA) to the
Government of Himachal Pradesh**

**Government of Himachal Pradesh
Department of Tourism & Civil Aviation**

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In supersession of this Department's Notification of even numbr dated 20.07.2013, the Governor, Himachal Pradesh in exercise of the powers conferred by Sub Section (d) of Section 2 (h) of the Right to Information Act, 2005 (Act No. 22 of 2005) is pleased to declare the Addl. Chief Secretary (Tourism & Civil Aviation) to the Government of Himachal Pradesh, Shimla-171002 as 'Public Authority' at Administrative Department level in H.P. Government Secretariat who shall be responsible for discharging the functions of Public Authority under the various provisions of the Act ibid, with immediate effect, in the public interest.

By Order

**Addl. Chief Secretary (Tourism & CA) to the
Government of Himachal Pradesh**

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**(Rajinder Negi)
Under Secretary (Tourism & CA) to the
Government of Himachal Pradesh
(Ph. No. 2621002)**

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**Addl. Chief. Secretary (Tourism & CA) to the
Government of Himachal Pradesh**

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**(Rajinder Negi)
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Government of Himachal Pradesh
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