Information under section 4 (1) b of RTI Act 2005

Department of Tourism & Civil Aviation, Himachal Pradesh

1. Introduction:

The Department of Tourism & Civil Aviation, HP, is the nodal agency that plays a pro-active role in the promotion of tourism in the State. This is done through a wide range of literature and publicity material, participation in national and international fairs/meet, by creating/upgrading infrastructure and transport amenities in the tourist places/destinations and by creating new tourist products in the State. This is also being done through public private participation. The Department also plays regulatory role under the H.P. Tourism Development and Registration Act, 2002.

2. Organisation, Functions & Duties:

The Department of Tourism is a government department and the following functions/ duties have been allocated by the Government as per the business of the Government of H.P. allocation rules-1971:-

1. Development and Promotion of Tourism.
2) State and District Tourist Advisory Committee.

3) Tourist Services - Supply of information, Development/ Reservation of accommodation and development of civic amenities.
4) Hotel legislation.
5) Construction/Maintenance of the tourist accommodation.
6) Promotion of sports such as winter sports, golf, adventure sports etc.
7) Registration of Tourism units.
8) Matters relating to shooting of films in Himachal Pradesh.
9) Establishment, budget and accounts matters.
10) Civil Aviation.
11) Development of lakes in Himachal Pradesh.

3. Powers and Duties of each officers/officials:

A).**Commissioner/Director Tourism:** - Commissioner/Director Tourism is the head of the Department. Being Head of the Department, exercises general superintendence and control over all the officers/officials of the Department. He is responsible to carry out the functions of the Department. For this purpose he exercises powers as conferred/vested by the Act and various Rules including the services & Financial Rules. He also exercises functional powers delegated to him by the Govt. from time to time.

B) Addl. /Joint /Dy. Director Administration: - The following jobs are assigned to him:

1. Establishment.
2. Audit and PAC/CAG matters.
3. Stipend, Grant-in-aid to HPTDC.
4. Food Craft Institute.
5. Stores and purchases.
6. Works (State and Centrally Sponsored Schemes).
7. Vehicles.

C) Additional Director Projects: The following jobs are assigned:

1. Publicity, Advertisements, fairs and festivals grant in aid, Exhibitions, Souvenirs.
2. Civil Aviation matters including expansion of airstrips.
3. Hospitality.
4. Incentives, subsidy and Hotel Projects
5. Adventure Tourism
6. Joint Sector projects
7. Tourist Complaints
8. Inspection of offices of District Tourism Development Offices.
9. Implementation of H.P.Tourism Development & Registration Act/Rules.

In addition to above, the files pertaining of the following will be routed through Joint / Dy.Director to Additional Director for Commissioner / Director Tourism:-

1. Budget and Planning
2. Budget Assurances.
3. Vidhan Sabha matters
4. Tourist Information Centres
5. Statistics.

D) <u>Publicity Officer:</u>

Entire publicity work i.e. printing of brochures, folders, posters and post cards etc. and releasing of the advertisements in the leading newspapers/magazines and through electronic media.

E) Dy. Director/ <u>District Tourism Dev. Officers (DTDO):</u> The Department has five Dy. Director, Tourism & Civil Aviation, Shimla, Solan & Sirmour Districts at Solan, Mandi & Bilaspur Districts at Mandi, Kullu (Dhalpur) district Kullu, Kangra, Una & Hamirpur Districts at Dharamshala. Three Distt. Tourism Development Officers, Kinnaur at Reckong Peo, Lahaul at Keylong & Spiti at Kaza. One Assistant Tourism Development Officer, each for Chamba, Kangra, Solan and Shimla.

4. <u>Broad functions and responsibilities of the Dy. Director's/DTDO's/ATDO's are as follows</u>:-

a. Regulatory Works: To implement the H.P. Tourism Development and Registration Act-2002 i.e. Registration of Hotels/ Guest Houses/ Restaurants, Travel Agencies, Tourist Guides, Photographers and camping sites and compounding of the inspection and compounding of the offences under the said Act/Rules.

b. Development Works: To undertake and implement the developmental works of State/Centrally Sponsored schemes.

c. Tourism: To Impart the adventure sports/other trainings such as water sports/ Rafting, trekking, Entrepreneur Development Programmes, Human Resource Development, Tourist Guides, Police Guide Training etc.

d. **Participation in Fair and Festivals:** Department has been regularly participating in the fairs and festivals within and outside the State for wide publicity. The Dy. Director's / DTDO's organize cultural programmes / other functions to attract more and more tourists to the State.

e) Superintendent (Gr-II): Two posts of Superintendent: One in the office of DTDO Chamba at Chamba and one at Directorate of Tourism at Shimla.

f) Private Secretary: One in the Directorate.

g) Inspector Hotels: The Department has 10 post of Hotel Inspector in which only three posts filled up and seven are vacant. To carry out the inspection of the tourism units in the accordance with the powers conferred in H.P. Tourism Development of Registration Act-2002. Processing the cases for registration of tourism unit, challaning and filling cases before the court.

h) Tourist Information Officers (TIO): The Department has fourteen posts of T.I.O.'s in which nine posts is filled up (including five outsource basis TIO's) and five posts are vacant. The Department has established the Tourist Information Centre's within and out side the State to facilitate the tourists visiting to the state. In all there are 14 TICs viz. Victory Tunnel Shimla, Railway Station Shimla, Bypass Shimla, Kullu, Manali, Dharamshala, Dalhousie, Reckong Peo, Dosadka at Nahan, Pathankot, Chandigarh, Mumbai, Chennai & Kolkata.

i) Sr. Assistants: The Department has eleven posts of Senior Assistants. Seven sr. Assistants are at the Head Quarter; they have been assigned the various jobs such as works, Publilcity, Planning & Development, Budget Civil Aviation, Audit, PAC/CAG matters. Vidhan Sabha matters, Establishment and Store etc. Four Sr. Assistants are deployed in the office of Dy. Director's / DTDOs to deal with the subjects pertaining to Dy. Director / DTDO offices.

j) Asst. Research Officer: To collect and compile data relating to Tourists arrivals, employment generation including preparation of Hotel Directory.

k) Jr. Assistant cum Clerks: The Department has twenty nine posts of Jr. Assistants & clerks. Eleven Jr. Assistants & clerks are working in the head quarter including contract basis clerks; seven in the offices of Dy. Director's / DTDOs and eleven posts of clerks are vacant.

l) Jr. Scale Stenographer & StenoTypist: Steno Typist attached with the Joint Director/Additional Director (Administartion).

m) Clerk cum Data Operator: One at head office and 6 data operators in the field offices of the Department.

n) Tourist Information cum Liason Officer: The Department has three post of Tourist Information-cum Liaison Officer on fixed salary basis & all three posts are vacant. The posts created for the Tourist Information Centre at Mumbai, Chennai and Kolkata to provide the information to the visiting tourists.

o) Drivers: The Department has seven posts of Drivers. Three posts of drivers are at head quarter and four posts of drivers in the field offices of the Department.

p) Peons: The Department has twenty eight posts of Peon's / Chowkidar / sweeper. Nine posts in Head office including three vacant and twelve posts in the field offices of the Department and Tourist Information Centres.

5. Procedure followed in the decision making process including channels of supervision & accountability:

The Head of the Department i.e. Commissioner/Director is the decision making authority as per the powers delegated by the Government. The Dealing Assistants/ Jr. Assistant/Clerks deals the subjects assigned to them and they further put up the same to Branch officers as per allocation of subjects given above. Some cases after

scrutiny are disposed off by the Addl. Director/ Joint Director at their own level. Cases on which the decision of the Commissioner/Director is required are presented to him.

6. Norms set by it for the discharge of its functions:

The functions are discharged as per the norms set by the Government in accordance with the office manual and instructions issued from time to time by the Government. The Department has assigned the jobs to the all Dealing Assistants/ Clerks as mentioned above.

7. **Rules,regulations,instructions,manuals & records held by its or under its control:**

1. H. P.Tourism Development & Registration Act, 2002.
2. H.P.Tourism Development & Registration of Tourism Trade Rules, 2012.
2. H.P.Aero Sports Rules, 2004.
3. H.P.River Rafting Rules, 2004.
4. Rules for grant of Incentives to Tourism Industry for SC/ST Categories in Himachal Pradesh, 2000.
5. Private Pilot license & commercial pilot license Rules.
6. Rules for grant of stipend to private candidates for training in Hotel management & catering 1987.
7. Recruitment & promotion Rules of different categories of the Department.

8. A Statement of the categories of the documents that are held by it or under its control:

The Department has under its control the documents which are un-classified/un-categorized and also documents mentioned u/s 8 of the Right to Information Act**.**

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 administration thereof.

9. Tourism Development Board:

The State Govt. has constituted **Tourism Development Board** for State level and **Tourism Development Councils** for specific areas. Tourism Councils for Shimla, Dharamshala, Dalhousie & Kufri are in process. There is provision of nomination of non-officials members.

In accordance with the H.P. Tourism Development and Registration Act-2002, a Tourism Board under the Chairmanship of Hon'ble Chief Minister has been constituted vide notification No. Tsm-A(3)-1/2002- dated 24.11.2003. The Board shall consist of following members:

1) Official Members:

a)	Chief Minister of H.P.	Chairman.
b)	Tourism Minister.	Vice Chairman.
c)	Chief Secretary to the Govt.of H.P.	Member.
d)	Secretary(Tourism) to the Govt.of H.P.	Member.
e)	Secretary(Finance) to the Govt.of H.p.	Member.
f)	Secretary(Forests) to the Govt.of H.P.	Member.
g)	Secretary(PWD) to the Govt.of H.P.	Member.
h)	Secretary(Urban) to the Govt.of H.P.	Member.
i)	Secretary(TCP) to the Govt.of H.P.	Member,
j)	Secretary(YSS) to the Govt.of H.P.	Member.
k)	Secretary(Health) to the Govt.of H.P.	Member.
l)	Secretary(Horticulture) to the Govt.of H.P.	Member.
m)	Secretary(Excise) to the Govt.of H.p.	Member.
n)	Secretary(Industries) to the Govt.of H.P.	Member.
o)	Secretary(Planning) to the Govt.of H.P.	Member.
p)	Secretary(Law) to the Govt.of H.P.	Member.
q)	Secretary(LAC) to the Govt.of H.P.	Member.
r)	Pr.Institute of Hotel Management,Kufri, Shimla.	Member.

2) Non official members:-

3) Director (Tourism), H.P. Ex-Officio Member Secretary

Besides, Tourism Develoment Council for Manali, Distt. Kullu, H.P. has also been constituted vide notification No. Tsm.-F(3)-2/2003-I dated 7.7.2004

The Council shall consist of following members:

Official Members:

1.	Deputy Commissioner,Kullu,H.P.	Chairman.
2.	Additional Deputy Commissioner. Kullu and in his absence, the Sub Divisional Officer (Civil) Manali.	Vice Chairman.
3.	Divisional Forest Officer,Kullu	Member.
4.	Executive Engineer, (HPPWD) Kullu,	Member
5	Executive Engineer (IPH),Kullu Member.	
6.	Secretary,Nagar Panchayat,Manali	Member.
7.	Town Planner, Kullu,Distt.Kullu	Member.
8.	Distt.Tourism Development Officer, Kullu,H.P..	Ex-Officio-Member Secy,

Non official members:-

Apart from the function provided in the Act, the Council shall also look after the collection of entry fee from the vehicles bearing registration numbers other than the State of H.P. issued vide notification of even number dated 29.5.2004.

Note: Tourism councils for Shimla, Dharamshala, Dalhousie and Kufri are in process. The minutes of the Board/Councils are accessible for public.

10. Budget: Financial year 2017-2018:- **Rs. 9770.62 lakhs**

Demand No.26		**Tourism**	**Civil Aviation.** (Rs. In lakhs)
	Plan	6782.00	200.00
	Non-Plan	0584.56	045.52
Demand No. 31	Plan	0035.00	031.00
Demand No. 32	Plan	2089.00	000.00
Demand No. 19	Non Plan	0003.33	000.00
Demand No. 24	Non Plan	0000.21	000.00
Grand Total:		**Rs. 9494.10**	**276.52**

11. **Budget allocated to each of its agency,indicating the particulars of all plans, proposed expenditures and reports on disbursements made**:

The budget to the field agencies i.e. District Tourism Development Offices have been allocated as per the requirement**.**

12. Particulars of recipients of concessions permits or authorization granted by it:

The Department has no such scheme to provide concessions and authorization etc. However, the Department is giving permission for shooting of Films in Himachal Pradesh.

13. **Details in respect of the information available to or held by its reduced in an electronic form:**

The Department of Tourism has its own website and information about the department has been launched on it for facilitation to the tourists as well as general masses of people through electronic media.
Web Site: http://himachaltourism.gov.in

14. Particulars of facilities available to citizen for obtaining information, including the working of library or reading room, if maintained for public use:

At present the Department has not set up any library. However, the department has appointed Publicity Officer as Nodal Information Officer to give the information to the visiting tourists and general masses/people. In addition, the department has also DTDO offices/Information Centers within and outside the State from where the departmental information can be obtained.

15. Such other information as may be prescribed:

Other information relating to this Department will be provided as and when required by the public.

-1-

-10-

Government of Himachal Pradesh
Department of Tourism and Civil Aviation
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No.Tsm-A(3)-1/2002-II Dated: Shimla-2 19/5/2014

Dy. No. 1182
Date 26/05/14
Tourism Deptt.

NOTIFICATION

In continuation to this Department's Notification of even number dated 26th August, 2013, 6th September, 2013 & 14th October, 2013, the Governor, Himachal Pradesh is pleased to appoint Major Vijay Singh Mankotia, R/o Om Bhawan, VPO Tiara, District Kangra, H.P. as vice Chairman of H.P. Tourism Development Board with immediate effect.

BY ORDER

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

Endst. No. As above, Dated Shimla-171002, the 19/5/ 2014
Copy forwarded to :-

1. The Pr.PS to the Hon'ble Chief Minister, H.P.
2. The Chief Secretary to the Govt. of H.P.
3. The Addl. Chief Secretary to the Chief Minister, H.P.
4. The Director, Tourism and Civil Aviation, H.P. Shimla-9
5. The Controller, Printing & Stationery, H.P. Shimla for its publication through E-gazette.
6. Major Vijay Singh Mankotia, R/o Om Bhawan, VPO Tiara, District Kangra, H.P.

(R.C.Jassal)
Under Secretary(Tourism & CA) to the
Government of Himachal Pradesh.
Ph.No.2622407, E-mail- tourismbr-hp@nic.in

No. Fin (C) B (15) – 2 / 2005
Government of Himachal Pradesh,
Finance (Regulation) Department.

From

The Pr. Secretary (Finance) to the
Government of Himachal Pradesh.

To

All Administrative Secretaries to the
Government of Himachal Pradesh.

Dated Shimla-2, the 9 th August, 2012.

Subject :- **Terms and conditions of Chairman/ Vice Chairman (non-official) of Boards / Corporations.**

Sir,

In continuation of this department letter of even number dated 24th November, 2009, on the subject cited above and to say that the matter regarding increase in the honorarium of the Chairman/ Vice Chairman (non-official) of Boards/ Corporation of the State Government was under consideration of the Government for some time past. Now, it has been decided by the Government to increase the honorarium from Rs. 10,000/- (ten thousand) p.m. to Rs 15,000/-(fifteen thousand) p.m. w.e.f. 1.8.2012 (Ist August, 2012). The other terms and conditions as notified vide this Department letter of even number dated 24th November, 2009 shall remain unchanged.

Yours faithfully,

Joint Secretary (Finance) to the
Government of Himachal Pradesh.

Endst. No. Fin (C)-B (15) – 2 / 2005 .Dated Shimla-2, the 9 th August, 2012
Copy forwarded to :-

1. Secretary (GAD) to the Govt. of H.P. Shimla-2.
2. Pr. Accountant General (A & E) H.P. Shimla-3.
3. Accountant General (Audit) H.P. Shimla-3.

Joint Secretary (Finance) to the
Government of Himachal Pradesh.

संख्या फिन–(सी)बी-15- 2/2005
हिमाचल प्रदेश सरकार
वित्त विभाग (विनियम)

प्रषक

प्रधान सचिव (वित्त)
हिमाचल प्रदेश सरकार

सभी प्रशासनिक सचिव
हिमाचल प्रदेश सरकार ।

दिनांक शिमला 171002 24 नवम्बर, 2009

विषय निगमों / बोर्डो के अध्यक्षों एवम उपाध्यक्षों (गैर सरकारी) की सेवा शर्तो बारे समेकित आदेश व कुछ शर्तो/ सुविधाओं में संशोधन

महोदय,

उपरोक्त विषय पर इस विभाग द्वारा समय समय पर जारी किये गये पत्रों का अधिकमण करते हुये मुझे यह कहने का निदेश हुआ है कि निमगों / बोर्डो (गैर सरकारी) के अध्यक्षों एवम उपाध्यक्षों को दिये जाने वाले पारिश्रमिक तथा अन्य सुविधाओं बारे समेकित आदेश जारी करने की आवष्यकता महसूस हुई है जिसमें पूर्व में जारी किये गये आदेश भी सम्मिलित है । इसके इलावा, उन्हे पूर्व में दी जाने वाली सुविधाओं सेवा शर्तों में भी कुछ संशोधन किया गया है जिनका विवरण इस आदेश में दिया गया है इस प्रकार निगम/ बोर्डो के अध्यक्षों उपाध्यक्षों (गैर सरकारी) को दी जाने वाली सुविधायें और उनसे सम्बन्धी सेवा शर्ते निम्न प्रकार से होंगीं :-

1. अध्यक्ष / उपाध्यक्ष को प्रवास पर दैनिक भत्ता मु0 200/- रूपये प्रतिदिन की दर से देय होगा जैसा कि इस बारे में पूर्व में आदेश जारी किये गये हैं ।

2 निगम / बोर्ड के आवास की उपलब्धता की स्थिति में अध्यक्ष / उपाध्यक्ष निगम /बोर्ड को अर्ध सुसज्जित आवास उपलब्ध करवाया जायेगा जिसके लिये उन्हे सरकार की दरों के अनुसार से किराया अदा करना होगा निगम /बोर्ड का आवास उपलब्ध न होने की स्थिति में उन्हे मु0 4000/- रूपये प्रतिमास की दर से मकान किराया भत्ता देय होगा। यदि उनकी सेवायें

.....2.....

समाप्त की जाती है या सरकार को उनकी सेवाओं की और आगे आवश्यक्ता न हो तो उन्हे उपलब्ध करवाई गई निगम/ बोर्ड की रिहायशी आवास सुविधा, सेवा समाप्ति आदेशों के 15 दिनों के अन्दर खाली करनी होगी । आवास के बदले किराया भत्ता की अदायगी की स्थिति में अध्यक्ष/उपाध्यक्ष को फर्नीचर चार्जिज देय नहीं होगें उपर्युक्त संशोंधित आवास भत्ता दिनांक 1– 12 –2009 से प्रभावी होगा ।

3 आवास में बिजली और पानी के वास्तवितक खर्चे का वहन पूर्व की भान्ति सम्बन्धित बोर्ड / निगम द्वारा किया जायेगा ।

4 अध्यक्ष / उपाध्यक्ष को वाहन की सुविधा उपलब्ध करवाई जायेगी जिसका खर्च सम्बन्धित बोर्ड / निगम द्वारा वहन किया जायेगा या इसके बदले में उन्हे मु0 2000/-रूपये प्रतिमास की दर से वाहन भत्ता प्रदान किया जायेगा । संशोधित वाहन भत्ते की दर दिनांक 1– 12 –2009 से प्रभावी होगी। यदि बोर्ड / निगम के पास वाहन उपलब्ध नहीं है तो बोर्ड / निगम कोई नया वाहन कय नहीं करेगा और न ही चालक के पद का सृजन करेगा । इस स्थिति में यदि बोर्ड / निगम के पास वाहन उपलब्ध न हो तो वह अध्यक्ष / उपाध्यक्ष को टैक्सी की सुविधा उपलब्ध करवायेगा ।

5 अध्यक्षों को मु0 2000/- रूपये प्रतिमास एवम उपाध्यक्षो को मु0 1500/- रूपये प्रतिमास की दर से आतिथ्य सत्कार भत्ता देय होगा आतिथ्य सत्कार भत्ते की बढी हुई राशि दिनांक 1– 12 –2009 से प्रभावी होगी ।

6 अध्यक्ष / उपाध्यक्ष को कार्यालय में सम्बन्धित बोर्ड / निगम द्वारा दूरभाष की सुविधा उपलब्ध करवाई जायेगी। आवास के दूरभाष / मोबाईल खर्चे की प्रतिपूर्ति हेतु उन्हे मु0 **3800/- fixed** राशि द्विमासिक देय होगी । दूरभाष खर्च प्रतिपूर्ति राशि के यह आदेश दिनांक 1–12–2009 से प्रभावी होगें ।

.....3.....

7 (क) बोर्ड /निगम अध्यक्ष / उपाध्यक्ष उसी निशुल्क चिकित्सा सुविधा के पात्र होगें जिसके लिये बोर्ड /निगम के प्रबन्ध निदेशक अथवा वहां के मुख्य कार्यकारी अधिकारी पात्र है

(ख)) अध्यक्ष / उपाध्यक्ष यात्रा दैनिक भत्ता बिलों को प्रतिहस्ताक्षरित करने के लिये सक्षम होगें तथा प्रवास कार्यकम को अनुमोदन करने के लिये स्वयं ही नियन्त्रण अधिकारी होगें

(ग) इनके बिलों का आहरण सम्बन्धित बोर्ड / निगम द्वारा किया जायेगा

8 अध्यक्ष / उपाध्यक्ष को मु0 **10000/-** प्रतिमास की दर से पारिश्रमिक देय होगा बढी हुई पारिश्रमिक राशि दिनांक 1–12–2009 से देय होगीं ।

9 अध्यक्ष / उपाध्यक्ष को पहाडी तथा मैदानी क्षेत्रों में पूर्व का भान्ति मु0 **6.00**(छः रूपये)रूपये प्रति कि0मी0 की दर से मील भत्ता (रोड माईलेज) देय होगा, यदि वे निजि वाहन द्वारा बोर्ड/निगम के कार्य से प्रवास पर जाते हैं

उक्त आदेश वित्त विभाग की बैब–साईट **www.himachal.nic.in/finance/** पर भी उपलब्ध हैं

भवदीय,

विशेष सचिव (वित्त-विनियम)
हिमाचल प्रदेश सरकार ।

पृष्ठांकन संख्या संख्या फिन–(सी)बी -15- 2 /2005 दिनांक शिमला 2 24 नवम्बर,2009
प्रतिलिपि सूचनार्थ प्रेषित है:-
1 सचिव (सामान्य प्रशासन)हिमाचल प्रदेश सरकार , शिमला -2
2 महालेखाकार (लेखा एवम हकदारी) हि0 प्र0 शिमला-3

विशेष सचिव(वित्त -.विनियम)
हिमाचल प्रदेश सरकार ।