

## CHAPTER – 1

### Hand Book for information under the Right to Information Act

#### 1.1 Please throw some light on the background of the Hand-Book (Right to Information Act, 2005)

This Handbook contains various activities of the Tourism Department, Particulars of the Officers / Officials, Councils, committees, Board and other undertakings working under the Department.

1.2	Purpose of the Hand-Book		It aims at providing to the general public, information regarding the department and its activities, plans etc.
1.3	Who is to utilize this Hand Book		Public at Large
1.4	Institution whose Information is contained in this Book		Tourism Department, Plot No. 03, Sector 38-A, Chandigarh.
1.5	Expansion / Explanation of the abbreviations used in this Hand book		No abbreviations have been used in this Hand Book
1.6	Contact-persons for obtaining detailed information on the topics contained in the Hand Book		Director Tourism Department, Punjab, Plot No. 03, Sector 38-A, Chandigarh
1.7	Procedure and fee prescribed for getting information in addition to the one contained in the Hand Book		Information can be had by submitting an application in the prescribed proforma along with fee of Rs. 10/- deposited,

			supported by a copy of the treasury challan or postal order or bank draft. For additional information, a fee of Rs. 2/- per page is payable.
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## Chapter – II, Section IV(b)(i)

### Details of the Authority, functions and Obligations

I	Aims and objects of the Public Authority	Expansion in private sector of the Tourism structure in Punjab State for which the department provides information related to Punjab to the tourists in the form of facilities, cooperative, supervision.
li	Intent / Vision of the Public Authority	To encourage tourism in Punjab State so as to provide opportunities of employment, financial activities and to connect the tourists to the culture of Punjab. To encourage important tourist places / stations to promote travel in the private sector. To encourage partnership in the individual regions for promotion of basic structure of development with assistance from the government. To identify various historical heritage places of Punjab in the national tourism plan. To promote tourism in conformity with tourism policy framed by the Punjab Govt. To provide world-level services to the inland / overseas tourists.
lii	Brief history of the Public Authority with references to its formation	With the inception of Punjab Tourism Development Corporation in the year 1979, the department came in separate existence with a view to assist the tourism structure in the State, to coordinate and control, and to introduce special measures to ensure safety and security of the tourists and provide services and facilities for tourism, to expedite clearance of sanction of various approvals under different rules and regulations. Provide single-window concept through Industries Department
iv	Objects of the Public Authority	<p>To prepare and obtain sanction from the Union Tourism Ministry for proposals of financial assistance for development of tourism structure in the State under various centre govt.-sponsored schemes; To develop attractive places of tourist interests under the guidelines from the Union Tourism Ministry, to provide renewed look to the heritage memorials by making arrangement of beautification with light and sound system and to try to connect the tourists to the rural heritage of the State. To expand tourism structure in the State by the Administrative wing of the State and under various Centre Govt. schemes.</p> <p>2. To implement Tourism Policy 2003 for development of tourism sector in the State in a planned manner; to improve outputs of private tourism sector in the State with a view to provide need based and sought for facilities to</p>

		<p>the tourists. To convert tourism sector into a large scale industry by providing national and domestic facilities in the sector; It also aims at providing employment opportunities and to create a better financial atmosphere with social and cultural coordination. The State Govt. shall play the role to provide facilities, cooperation and supervision.</p> <p>3. Currently, the department is running Sub-Information Centres located at Chandigarh, Anandpur Sahib, Nangal, Amritsar, Patiala, Raja Sansi Airport Amritsar and New Delhi. Through these information centres, the inland and foreign tourists coming to the State are provided information about attractive places. Free of cost tourist literature is provided through these centres.</p>
V	Main Objects of the Public Authority	To encourage tourism in Punjab State so as to provide opportunities of employment, financial activities and to connect the tourists to the culture of Punjab. To provide information to the tourists through Information Centres set up in the State. To encourage development of tourism structure in the private sector. The State Govt. shall play the role to provide facilities, cooperation and supervision.
Vi	Services being provided by the Public Authority and brief account thereof.	<p>To provide domestic and overseas tourists to the State various information regarding Punjab through the Information Centres set up across the State, to provide better and concessional facilities. To ensure providing consent and concessions to the tourism projects including classified hotel and restaurant and entertain / amusement parks / multiplexes projects from the departments concerned; To dispose of the applications of tourism projects received in the Industries Department through single windows;</p> <p>2. To provide information to the tourists through the network of Information Centres;</p> <p>3. To provide facilities, cooperation and supervision to the entrepreneurs for tourism projects according to the Policy; To obtain financial assistance from the Centre / State Govt. for expansion of tourism schemes so that the tourists could derive benefits from the same.</p>
vii	Structure of Directorate of Tourism	As per Annexure 1.
Viii	Expectations of Public Authority for increase in impressive and	In favour of Tourism – the general public should avail the services available in a pleasant way during tours while in the hotels / restaurants /

	efficient expertise	amusement parks / entertainment parks / recreation clubs that have come up in public and private sectors in the State as per the culture / social customs and in a disciplined way so that the facilities are properly utilized. Help keep these places and their surroundings neat and clean. For providing rapid and complete information, the department has established Information Centres to provide valuable advice so that the available facilities are used to advantage of all.
Ix	How to ensure proper coordination / contribution	Department of Tourism, Punjab has announced Tourism Policy, 2003 for the convenience / participation of public to ensure according necessary approvals for development of private tourist structure from the Industries Department, Punjab under single-window concept. Besides, a high level committee for granting concessions to the Mega Tourism Projects has been constituted under the Chairmanship of the Hon'ble Chief Minister, Punjab. For assistance to the general public, a Public Information Officer and an Assistant Public Information Officer are available in Chandigarh on working days; and in Amritsar and Delhi, Tourism Officer, Asstt. Public Information Officer are available to provide information. Various activities undertaken by the department are available on the website of the department <a href="http://www.punjabtourism.gov.in">www.punjabtourism.gov.in</a> . Suggestions from public are also welcome.
X	To hear public grievances and redressal thereof	To receive complaints and redress the same, the Head Office at Chandigarh has designated a Public Information Officer and an Asstt. Public Information Officer. If not satisfied, appeal can be submitted before the appellate authority i.e. Principal Secretary Tourism. For the purpose, an application on the prescribed proforma accompanied by prescribed fee through postal order or demand draft can be made. The complaint is disposed of within the prescribed time limit, as per the relevant provisions of the RTI Act.
xi	Address of Head Office and district-wise different level offices:	<ol style="list-style-type: none"> <li>1. Director, Department of Tourism, Punjab, "Puralekh Bhawan, Plot No. 03, Sector 38-A, Chandigarh. Tel: 0172-2699140;</li> <li>2. Tourist Information Centre, Railway Station (Exit Gate), Amritsar. Tel. No.: 0183-2402452</li> <li>3. Tourist Information Centre, Raja Sansi Inter-state Airport (Proposed), Amritsar.</li> </ol>

		<p>4. Tourist Information Centre, Opposite Bus Stand, Nangal.</p> <p>5. Tourist Information Centre, Anandpur Sahib.</p> <p>6. Tourist Information Centre, Punjab Bhawan, Coppernicks Marg, New Delhi. Tel: 011-23384943</p> <p>7. Tourist Information Centre, Old Commissioner Office, Mall Road, Patiala.</p>
Xii	Opening and Closing Office Hours	<p>Head Office: 9 A.M. to 5 P.M.</p> <p>(Closed on every Saturday / Sunday and gazetted holidays)</p> <p>Tourist Information Centre (Closed on every Sunday and notified gazetted holidays)</p>

**ANNEXURE – 1**

**Chapter – II, Section IV(b)(i)**

**Directorate of Tourism Department, Punjab, Plot No. 3, Sector 38-A,**

**Chandigarh**

**STRUCTURE OF THE INSTITUTION**

Director I.A.S. (Additional Charge)

Senior Scale Stenographer

Deputy Director

Head Office	Field Staff
Superintendent (1)	----
Senior Assistants (3)	Tourism Officers (14); Regular (2), Approved for contractual recruitment / appointment (12)
Junior Assistants (2)	Guide-cum-clerk (5) Approved for contractual recruitment / appointment
Duplicating Machine Operator (1) Regular	----
Sewadar (3) Regular	Sewadar (5) Regular
Chowkidar (Watchman) (1) Regular	Chowkidar (Watchman) (4) Regular
Safai Sewak (1) Regular	Safai Sewak (5) Regular  Class IV employees (7) (Approved for contractual recruitment / appointment)

**Creation of new Posts**

Senior Assistant	1
Steno-typists	2
Clerk	1

## Chapter – II, Section IV(b)(ii)

### Powers and Duties of Officers and Officials of the Department

Post Powers /	1 Director Administration	Recruitment of Class III and Class IV as per office rules and to look after administration. To implement schemes and activities of the Department. He can exercise powers as contained in Punjab Civil Services Rules & Finance Rules being Head of the Department.
Post Powers /	Deputy Director Administration	He can exercise powers as contained in Punjab Civil Services Rules & Finance Rules being Head of the Department, related to him.
	Others	To attend various meetings pertaining to proposals for plan / non-plan budgets provided by Centre Govt. with the department.
Post Powers /	Superintendent Grade II Administration	No powers have been provided to the Superintendent under the Departmental Service Rules or Punjab Civil Services Rules; However, administrative functions entrusted to him as per directions of the higher authorities.
	Financial	No powers
	Others	To attend Plan / Non-Plan budget, audit paras and supervise working of the clerical cadre staff. To carry out any other jobs assigned by the higher authorities.
	Duties	To supervise working of Senior Assistants / Junior Assistants, Senior clerks, clerks working under him. To issue proposals / orders of the higher authorities, in particular those approved by the Head Of the Department.
Post	Duties of Senior Assistants	To put up cases pertaining his branch, giving background in accordance with the rules and submit before the higher authorities for approval / orders.
	Senior Assistant (Establishment)	Establishment Branch: Service matters of all the officials of the department, details of staff appointed through outsourcing, to deal GP Fund / Tour cases as per rules / directions, all other computer related work of the Establishment Branch, Maintenance and upkeep of records of Establishment branch and to deal the files and put up for orders of the higher authorities.
	Senior Assistant (Tourism)	To attend to Plan Budget, Plan schemes, schemes sponsored by the Centre Govt. including proposals pertaining to tourist destination, circuit and fares and festivals,

		Human Resources Development schemes, preparation of proposals and putting up the same before Govt. of India Ministry of Tourism, for approval.
	Senior Assistant (Stores)	To deal cases pertaining to the stores such as stationery, furniture, purchase of electrical goods; Payment of rent of the buildings hired for the Information Centres, to deal with the audit paras, payment of newspaper bills, cases pertaining to printing of literature etc.
	Junior Assistant (Accounts)	To deal cases connected with the Accounts Branch; To write cash book, handle cash and to complete the account books;
	Clerks (03)	Maintenance of files, maintenance of records, putting up the papers under consideration. In addition, to perform other clerical works of the office, diary-despatch etc.
	Tourism Officers (14)	To provide information of places of interest in the State, to the inland / overseas tourists visiting the Information Centres; provide tourist literature as per their requirement, to gather statistics of the tourists visiting Information Centres and communicate the same to the Head Office; to supervise working of the staff working under him; Taking feed-back from the tourists regarding tourist facilities.
	Guide-cum-clerks (5)	To provide information of places of interest in the State, to the inland / overseas tourists visiting the Information Centres; provide tourist literature as per their requirement, to gather statistics of the tourists visiting Information Centres and provide the same to the Tourist Officer for onward transmission to the Head Office;

## Chapter – II, Section IV(b)(iii)

Procedure followed for taking decisions – working involving supervision and accountability.

i) What is the procedure adopted by the Public Authority for taking any decision? (Secretariat Manual, Rules of Business; Rules & Regulations can be used)	
a) Service related matters	The service matters pertaining to officials of various categories are handled in accordance with the Departmental Service Rules, Punjab Civil Services Rules, Finance Rules, instructions including amendments as conveyed by the Chief Secretary, Punjab
b) Financial Matters	Decisions are taken by the authorities nominated according to Punjab Finance Rules, Budget Manual, instructions issued by Finance Department from time to time as per the delegated authority.
ii) What procedure is adopted for taking decisions on some important issues according to prescribed rules and regulations at various levels?	
a). Service Matters	The powers of appointment, promotions, services and other service related matters for Class Ç' and 'D' officials are vested with the Head Of the Department (Director) and he is the Disciplinary Authority as well. Any final decision in these matters, as per the directions, is taken by him only. As per the departmental rules, powers of appointment, promotions and minor and major punishment for Class Á' and 'B" officials are vested with the Administrative Secretary whose decision is also final in an appeal preferred against a decision taken by the Director.
b) Arrangements available to bring the decisions taken to the public at large	Decisions taken pertaining to general public are communicated through Print / electronic media. Personal decisions are conveyed to the applicant through written letter, fax / email etc. by post. Generally, there are no such decisions which are required to be conveyed to the public at large, but in case of need, necessary arrangements do exist.
iii) The officers whose opinion is sought at various levels for concluding the matter	As given above, various matters are decided according to relevant rules, regulations, instructions and Manuals. In case any clarification is required, the same is obtained from the Personnel Department of Punjab; in financial matters, clarification is taken from the Finance Department and any viewpoint required in legal matters is sought

	from the Law Department or technical experts. On Policy matters, decisions are taken by the Council of Ministers, Punjab.
iv) The Competent Authority to take the final decision	The Principal Secretary, Head of the Department and Deputy Director exercise their administrative and financial powers provided under Punjab Civil Service Rules, Punjab Finance Rules and various instructions issued from time to time.
v) Main subject upon which a decision is taken by the Public Authority be provided in a separate proforma	Apart from the above matters, no such matter is covered under the activities of the department for which any information on a prescribed format can be provided.

**Chapter – II, Section IV(b)(iv)**

**Criteria / yardsticks / standards for achieving the goals**

**Criteria / Yardsticks / Standards for implementation of the various schemes / plans / activities**

Department of Tourism has framed the below mentioned rules, Act and Policy for disposal of the service-related matters.

A	Service-related matters	Punjab Tourism Department (Head Office) Group-A Service Rules, 2001; Punjab Tourism Department (Group 'B') Service Rules, 2001; Punjab Tourism Department (Head Office) Group-C Service Rules, 2001; Punjab Tourism Department (Field Staff) Group-C Service Rules, 2001.
B	Regard Tourism Development matters	Punjab Tourism Policy, 2003 contains details regarding expansion of tourism. To promote Tourism in the State with financial assistance from the State / Centre and for Development of Tourism Structure. Implementation of Tourism Master Plan. Details available at <a href="http://www.punjabtourism.gov.in">www.punjabtourism.gov.in</a> . For 'Star' classification of hotels, the criteria and guidelines are available at

### Chapter – II, Section 4(b)(v)

Rules, Regulations, Directions, Instructions, Manual governing the records under custody or under control and applicable to the officials for performing their respective duties

Sr. No.	Name of the Document and Type	Type of record
i	Punjab Tourism Department (Group A') Service Rules, 2001	Service Rules
ii	Punjab Tourism (Group B') Service Rules, 2001	Service Rules
iii	Punjab Tourism Head Office (Group 'C') Service Rules, 2001	Service Rules
iv	Punjab Tourism Field Staff (Group Ç') Service Rules, 2001	Service Rules
v	Punjab State (Class IV) Service Rules, 1963 as amended from time to time	Service Rules
vi	Manual containing various instructions regarding service matters issued by the Chief Secretary, Punjab, from time to time	Manual (Regulations)
vii	Punjab Civil Services Manual Part 1 and 11 Vol. I and Punjab Civil Services Manual Part 11 and Part 111 (T.A. Rules)	Service Rules
viii	Manual containing various instructions regarding service matters issued by the Finance Department, Punjab, from time to time	Manual (Finance Rules)
ix	Punjab Finance Rules, Part 1	Finance Regulation
x	Budget Manual issued by the Finance Department, Punjab Govt.	Budget Regulations
xi	Punjab Govt. Officials Service Conduct Rules, 1966 (as amended by the Punjab Govt. from time to time)	Service Rules
xii	Punjab Civil Services (Punishment & Appeal) Regulations, 1970 as amended from time to time	Service Rules

### Chapter – II, Section IV(b)(vi)

From where can the copies of rules, sub-rules, directions, regulations and records can be obtained:

I	Section 4(1)(b)(d) Documents shown at Sr. No. 1 to 04.	Directorate of Tourism, Punjab, Plot No. 03, Sector 38-A, Chandigarh
II	Section 4(1)(b)(d) Documents shown at Sr. No. 5-12	Chief Secretary Punjab Govt. & Finance Department, Punjab, Punjab Civil Secretariat, Sector 1, Chandigarh.
III	Fee payable for getting records and Rules & Regulations, directions, Manual of Instructions / Directory and records	Application accompanied by prescribed fee of Rs. 10/- and fee for documents @ Rs. 2/- per page. The information pertaining to fee prescribed can also be obtained from the Punjab Govt. Press, Mohali.

### Chapter – II, Section IV(b)(vii)

Details of any arrangement for Policy enforcement whereof requires members from the Public for consultation / nomination

1) Any arrangement for formation of a Policy wherein members from the general public are required either for consultation or nomination:

S. No.	Subject	Is public partnership necessary: Yes / No	Provision / arrangements made to ensure public participation
I	State Govt. Advisory Committee, Tourism & Cultural Affairs, written material and Jail Wing was constituted by the Punjab Govt. vide Notification No. 7/1/2002-2 – SCC/7891 dated 05.08.2009 and Notification No. 7/1/2002-2PA/9095 dated 18.08.2011.	Yes	Details of members are as under:  <ol style="list-style-type: none"> <li>1. Jatinder Singh Kariha</li> <li>2. Sher Singh</li> <li>3. Tej Parkash Singh</li> <li>4. Ch. Mohan Lal Behram</li> <li>5. Harish Bedi</li> <li>6. Anil Joshi</li> <li>7. Sarabjit Singh Makkar</li> <li>8. Malkit Singh</li> <li>9. Kuldip Singh Bhattalo</li> <li>10. Ajit Singh Shant</li> </ol>

2) For enforcement of Policy

Is there any provision for seeking opinion of the public or their representatives for enforcement of the Policies? If yes, provide details in the following format: -

S. No.	Subject	Is public partnership necessary: Yes / No	Provision / arrangements made to ensure public participation
1	To frame and implement the Policies, as also to seek advice in the matters of public welfare, an Advisory Committee consisting members of Punjab Legislative Assembly has been constituted (Theme of the topic be provided)	Yes; Public participation is provided for.	As per the notification, participation of three non-governmental members including the Chairman is requirement of the quorum. Details of public participation are given below.

## Chapter – II, Section IV(b)(viii)

Details of the Boards, Councils, Committees and other Bodies wherein two or more people take part or are present for the purpose of advice. Are the meetings of these Boards, Councils, Committees and other Bodies open to public or every minute detail thereof is in public domain?

1) Board is working under the department with participants included with the passage of time, as per Annexure 2.

Name & address of the institution concerned	Punjab Heritage & Tourism Promotion Board, 'Puralekh Bhawan', Plot No. 3, Sector 38-A, Chandigarh
Type of the Institution concerned (Board, Council, Committee or other undertaking)	Vide Punjab State Notification No. 12/108/2002-3 TC/1490 dated 12.08.2002, the Punjab Heritage & Tourism Promotion Board was constituted which is registered as a Public Charitable Trust.
Brief details of the Institution; Part of the institution concerned (Advisory / Administrative / Executive / Others)	This Board has been constituted by the Govt. Notification dated 14.08.2002 which has been got registered as a Public Charitable Trust on 05.12.2002. The objective of the Board is to take all necessary steps for planning, co-ordination, implementation and propagation of all activities, events, projects and other matters connected with the conservation, preservation, dissemination and documentation of the cultural heritage of Punjab in all its form and for the development of Tourism in the State. To carry out research, publication of the research works undertaken for propagation of art and culture of Punjab, various religions, languages and to arrange exhibitions and publication of relevant through multi media modes, arrange seminars etc.; To implement different schemes for promotion of tourism in the State and to take steps for securing the participation and involvement of the widest cross-section of individuals and organizations worldwide for the preservation of the cultural heritage of Punjab, carry out researches, and to propagate historical and secular heritage of the State by arranging 'Sarvdharam Sammelans' (All Religions' Meets) and development of Tourism in the State.
Constitution and present members	The Board has been constituted under the Chairmanship of Hon'ble Chief Minister of Punjab and it includes the following as members:
	<b>Govt. Members:</b>  1 Finance Minister, Punjab 2 Minister for Tourism & Cultural Affairs 3 Chief Secretary / Chief Minister, Punjab

	<p>4 Secretary, Punjab State Housing &amp; Urban Development Department</p> <p>5 Secretary, Department of Tourism, Punjab</p> <p>6 Secretary, Local Govt. Department, Punjab</p> <p>7 Secretary, Department of Cultural Affairs, Archaeology and Museums, Punjab</p> <p>8 Secretary, Public Works Department (B&amp;R), Punjab</p> <p>9 Principal Secretary Finance, Punjab</p> <p>10 Chief Town Planner, Punjab</p> <p>11 Chief Architect, Punjab</p> <p>12 Director Cultural Affairs, Archaeology and Museums, Punjab</p> <p><b>Non-Govt. Members</b></p> <p>As per the notification, there is provision to co-opt three non-governmental members for a period of two years which is extendable by another year.</p>
Head of the Institution	Chief Minister, Punjab, is the Chairman of Punjab Heritage and Tourism Promotion Board.
Head Office and Branches	Board has no branches. Its Head Office is at Chandigarh. Address: 'Puralekh Bhawan', Plot No. 3, Sector 38-A, Chandigarh – 160036.
Schedule of Meetings	Board can convene three meetings but not less than one meeting in a calendar year.
Public participation in the meeting	There is no such provision in the Trust Deed
Are the proceedings of the meetings prepared?	Yes

Meetings of the Board are not open to public. Every minute detail of the meetings can be obtained under the Right to Information Act.

## Chapter – II, Section 4(b)(ix)

Directorate of Tourism, Punjab, Chandigarh

### Directory of the Officers / Officials

Sr. No.	Name	Designation	Office Telephone no.	Residence Ph. No.	Fax	Address
1.	Sh. Hushan Lal, IAS	Director	2694889	2690289	2699140	House no. 1644, Sector 39-D, Chandigarh.
2.	Sh. Surinder Pal Bajaj	Deputy Director	2699140	9876334464	2699140	House no. 1322-A, Sector 20-B, Chandigarh
3.	Sh. Narinder Singh	Superintendent	2699140	9417773152	2699140	House no. 1350, Sector 20-B, Chandigarh
4.	Sh. Kamal Kishore	Sr. Assistant	-do-	9888629538	--	House no. 1401, Sector 23-B, Chandigarh
5.	Smt. Satwinder Kaur	Sr. Assistant	-do-	--	--	House no. H.E-1071, Phase- I, Mohali
6.	Smt. Neelam Rani	Jr. Assistant	-do-	--	--	House no. 2109, Phase – 7, Mohali
7.	Ms. Kusum Joshi	Jr. Assistant	-do-	--	--	House no. 2689, Sector 56, Chandigarh
8.	Ms. Maninder Kaur	Jr. Assistant	-do-	--	--	House no. 3646, Dhobiyana Wala Muhallah, Ward no. 15, Kharar
9.	Sh. Joti Parkash	D.M.O.	-do-	--	--	House no. 2561, Sector 39-C, Chandigarh.
10.	Sh. Ram Lubhaya	Sewadar	-do-	--	--	House no. 2562, Sector 39-C, Chandigarh.
11.	Sh. Rajinder Singh	Sewadar	-do-	--	--	House no. 863, Sector 43-A, Chandigarh
12.	Sh. Joti Karki	Sewadar	-do-	--	--	No such address
13.	Sh. Bhupinder Singh	Driver	-do-	--	--	Gulmohar – Enclave, Village-Desu Majra, Mohali
14.	Sh. Chothi Shah	Sewadar	-do-	--	--	House no. 1355, Baltana, Phase – 3, Zirakpur
15.	Sh. Ganga Ram	Chowkidar	-do-	--	--	House no. 427-28, Janta Colony, Sector 11, Chandigarh
16.	Smt. Santosh	Safai Sewak	-do-	--	--	House no. 934, Sector 20, Chandigarh
17.	Smt. Prem Lata	Sewadar	--	--	--	House no. 79, Kala Road, Gayatri Mandir Attari, Amritsar
18.	Sh. Som Nath	Chowkidar	--	--	--	C/o Paramjeet Singh, S/o Teja Singh, Attari,

						Amritsar
19.	Sh. Balwinder Singh	Safai Sewak	--	--	--	Plot no. 146, Ramdass Nagar Cantt. Amritsar
20.	Sh. Balraj Singh	Tourism Officer	01832-2402452	9478351548	--	House no. 31, Gali no. 2, Sh. Hargovind Avenue Majitha Road, Amritsar
21.	Sh. Raghvir Singh	Clerk	--	--	--	C/o Ranjan Kumar, House no. 17, Prem Wali Gali, Near Police Station, Chheharti, Amritsar.
22.	Sh. Ram Saroop	Safai Sewak	--	--	--	House no. 59-A, Chander Vihar, Delhi
23.	Sh. Naresh Kumar	Sewadar	--	245475	--	Village Sarthali, Post office Takthgarh, Anandpur Sahib,
24.	Sh. Bholu Singh	Sewadar	--	--	--	House no. 206, Inder Nagar, Nangar Township.
25.	Sh. Budh Raj	Safai Sewak	--	--	--	House no. 3196, Sector 19-D, Chandigarh.

### Chapter – II, Section IV(b)(x)

Monthly emoluments and allowances drawn by each officer and official

Sr. No.	Name	Designation	Salary	Compensatory Allowance	Method for Fixation of salary.
1.	Sh. Hushan Lal	Director	--	--	Cultural Affairs has additional charge.
2.	Sh. Mohinder Pal Bajaj	Deputy Director	50516	120	Pay fixation by Rules & Regulation of Punjab Government / Instructions.
3.	Sh. Narinder Singh	Superintendent	41757	120	-do-
4.	Sh. Kamal Kishore	Sr. Asstt.	30461	120	-do-
5.	Smt. Satwinder Kaur	Sr. Assistant	39346	120	-do-
6.	Smt. Neelam Rani	Sr. Assistant	30287	120	-do-
7.	Smt. Kusum Bhutt	Jr. Assistant	18206	100	-do-
8.	Smt. Maninder Kaur	Jr. Assistant	18156	100	-do-
9.	Sh. Balraj Singh	Tourism Officer	32119	120	-do-
10.	Sh. Joti Parkash	D.M.O	21761	120	-do-
11.	Sh. Joti Karki	Sewadar	15260		-do-
12.	Sh. Ram Lubhiaya	Sewadar	19216	120	-do-
13.	Sh. Bhupinder Singh	Driver	16622	-	-do-
14.	Sh. Chothi Shah	Chowkidar	14687	-	-do-
15.	Smt. Santosh Rani	Safai Sewak	18854	120	-do-
16.	Sh. Bholu Singh	Sewadar	20892	-	-do-
17.	Smt. Prem Lata	Sewadar	20333	120	-do-
18.	Sh. Naresh Kumar	Sewadar	14087	-	-do-
19.	Sh. Rajinder Singh	Sewadar	17759	120	-do-
20.	Sh. Som Nath	Chowkidar	22587	-	-do-
21.	Sh. Raghvir Singh	Clerk	18721	100	-do-
22.	Sh. Ram Saroop	Safai Sewak	23765	200	-do-

23.	Sh. Balwinder Singh	Safai Sewak	14670	100	-do-
24.	Sh. Budhraj	Safai Sewak	19405	120	-do-
25.	Sh. Ganga Ram	Chowkidar	23239	120	-do-

### Chapter – II, Section IV(b)(xi)

Budget which indicates reports on all plans, proposed expenditure and payments made

Major Head 28 Tourism & Cultural Affairs

Sub-Major Head: 3452 Tourism Non-Plan

Minor Head: 3452 Tourism Plan

Sub-Head: 5452 – Capital Outlay

(Rupees in Lakhs)

Major Head	Expenses 2009-10	Revised Estimate 2010-11	Budget Estimate 2011-12
3452 – Tourism Non-Plan	1,11,8	132.57	133.52
3452 – Tourism Plan	595.00 --	-477.86 2,00,0000	1959.00280.00
5452 – Capital Outlay		126018422-	
Total	704.03	725.43	2239.00

### Chapter – II, Section IV(b)(xii)

The mode of executing the concessional / subsidy-oriented programmes indicate details of the provision of the sums and profile / details of the beneficiaries:

Name of the Programme / Scheme	Punjab State Tourism Department has framed Tourism Policy for bringing up hotels / restaurants / amusement-entertainment parks in the State. In Chapter 4 of this Policy, there is a provision for providing subsidy to hotels and restaurants covered under Star Category, approved by the Centre / State Govt. No subsidy has directly been released to any entrepreneur by this Department. All Tourism Project cases received for concessions / subsidy are processed through the Industries Department, Punjab. The hotels approved by the State / Centre Govt. are exempted from the House Tax for the initial five years vide a notification issued by the Local Govt. Department, Punjab.
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### Chapter – II, Section IV(b) (xiii)

Details of beneficiaries approved for concessions, Permits or otherwise:

The following concessions are available in the Department:

1. In Chapter 4 of the Tourism Policy, 2003, there is provision for subsidy to the hotels and restaurants classified under 'Star Category' by the State / Centre Govt. This Department does not release any subsidy direct to any entrepreneur. All Tourism Project cases received for concessions / subsidy are processed through the Lok Department, Punjab.

### Chapter – II, Section IV(b) (xiv)

Details of the information available with the Department or compiled by it that has been converted into electronic data:

1. Information on various schemes / plans of the department which is available in the electronic format, is available on the website of the Department – [www.punjabtourism.gov.in](http://www.punjabtourism.gov.in)

### Chapter – II, Section IV(b) (xv)

Details of various facilities provided to the citizens for obtaining information also includes working hours of the Library and Reading Room.

Details of various arrangements made by the Department for providing the information to the public:

A. When any information is required to be made public, advertisements are released in the newspapers.	
B. Inspection of documents	Upon receipt of an application from the applicant, the documents can be inspected on the date and time fixed. The applicant will have to deposit the fee prescribed under the Act.
C. Arrangement for obtaining copies of the documents	Copies of documents sought can be obtained by depositing the requisite fee @ Rs. 2/- per page.
D. Available Departmental Manual	The Manual got printed under the Right to Information Act is being updated.
E. Website of the Public Authority	Website of the department is <a href="http://www.punjabtourism.gov.in">www.punjabtourism.gov.in</a>

F. Other Means	Publicity	Electronic media
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