

**TOURISM DEPARTMENT HARYANA  
CHANDIGARH**

**MANUAL (II)**

**PUBLICATION OF INFORMATION REGARDING ITEMS  
SPECIFIED IN RULE 4 (i) B(I) OF THE RIGHT TO INFORMATION  
ACT. 2005.**

(The powers and duties of the officers and employees)

Sr. No.	Name of the Post	Powers and duties ( in brief)	
		Administrative	Financial
1.	Additional Chief Secretary (Tourism), Haryana	Administrative Secretary	Full Powers
2.	Director Tourism Haryana	Head of the Department	i) To sanction Non-recurring expenditure not otherwise provided for upto 100000/- in each case. ii) To sanction recurring expenditure not otherwise provided for upto 50000/- in each case. iii) Re-imburement of Medical bill Rs. 100001/- to 500000/- case at any time
3.	Additional Director (Admn.)	Head of the office	i) To sanction Non-recurring expenditure not otherwise provided for upto 10000/- in each case ii) To sanction recurring expenditure not otherwise provided for upto 5000/- in each case iii) To sanction the Travelling allowance to Class-II, III and IV iv) Sanction/withdraw/Advance from GPF to grant of ACP to

Sr. No.	Name of the Post	Powers and duties ( in brief)	
		Administrative	Financial
			<p>sanction one month salary in lieu of LTC</p> <p>v) Re-imbusement of Medical bill <b>Upto Rs. 100000/- in each individual</b></p>
4.	Deputy Director		<p>i) DDO powers for drawl and disbursed of funds</p> <p>ii) along with powers to draw/sanction funds upto Rs. 2000/- for direct purchase of store from local market.</p>