

TOURISM DEPARTMENT HARYANA
CHANDIGARH

MANUAL (I)

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

(The particulars of the organization, function and duties)

Sr. No.	Name of the Organization/Department/Board/Corporation/Institution	Functions and duties (in brief)
1.	Tourism Department, Haryana SCO No. 17-18-19, Sector-17-B, Chandigarh Pin Code No. 160017	<p>The main work of the Tourism Department is done at the level of State Head Quarter. The Tourism Department is headed by the Director who is the overall Incharge of the management and supervision of the work of the department. The Director is assisted by the Additional Director (Admn.), Deputy Director and other supporting staff to carry out the functions of the department. The Additional Director (Admn.) has been designated as Head of the Office of the Department.</p> <p>Further, it is also stated that the Department has set up the Haryana Tourist Information Bureau at 36-Janpath, Chanderlok Building, New Delhi. The primary functions of the tourist office are to disseminate the information about the tourist's attractions of the State to the tourists and to distribute publicity literature etc.</p>

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MANUAL (II)

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(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	<p>i) To sanction Non-recurring expenditure not otherwise provided for upto 100000/- in each case.</p> <p>ii) To sanction recurring expenditure not otherwise provided for upto 50000/- in each case.</p> <p>iii) Re-imbusement of Medical bill Rs. 100001/- to 500000/- case at any time</p>	
3.	Additional Director (Admn.)	Head of the office	i) To sanction Non-recurring expenditure not otherwise provided for upto	

			<p>10000/- in each case</p> <p>ii) To sanction recurring expenditure not otherwise provided for upto 5000/- in each case</p> <p>iii) To sanction the Travelling allowance to Class-II, III and IV</p> <p>iv) sanction/withdraw/ Advance from GPF</p> <p>v) to grant of ACP</p> <p>vi) to sanction one month salary in lieu of LTC</p> <p>iii) Re-imbusement of Medical bill Upto Rs. 100000/- in each individual</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>	

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MANUAL (III)

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(The procedure followed in the decision making process,
including channels of supervision and accountability)

Sr. No.	Nature/Type of work	Level at which case is initiated (Name of the Post)	Name of the post which deal with the case before the decision making authority	Level at Which decision is made (Name of the posts)
1	To deal with the Tourism Promotion activities in the State of Haryana	Clerks/Assistant/Deputy Superintendent/Tourist Officer/ Superintendent/ Project Officer	Deputy Director, Additional Director (Admn.)	Director General, Tourism Haryana

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MANUAL (IV)

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
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(The norms set by it for the discharge of its functions.)

Sr.No.	Nature/Type of work	Level at which the case is initiated (Name of the posts)
1.	To deal with the Tourism promotion activities	Tourism Department, Haryana is a Government Department and the function is carried out on the basis of rules instructions framed by the Government/Finance Department.

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MANUAL (V)

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
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(The rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its functions)

Sr. No.	Name of the Rules	Instructions (Write circulars No./Date
1.	1. Haryana Tourism Department (Group "A") Service rule 1996 2. Haryana Tourism Department (Group B) Service rule 1996 3. Haryana Tourism Department (Group C) Service rule 1998 4. Haryana Tourism Department (Group D) Service rule 1996	Instructions as issued by the Haryana Government from Time to Time.

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MANUAL (VI)

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(A statement of categories of documents that are held by it or
under its control.)

As per the policy of the State Govt., the Haryana Tourism Corporation is required to issue share capital in favour of the Governor of Haryana equivalent to the amount of commercial portion of the building of the tourist complexes. At present, the department is total amount of share capital is to Rs. 32.92 crores.

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MANUAL (VII)

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

(The particulars of any arrangement that exists or consultation with or representation by the members of the public in relation to other formulation of its policy or administration thereof)

There is no requirement for making any arrangement in consultation with the public or its representatives in relation to the formulation of policies and administration of the department.

Tourism Department Haryana

MANUAL (VIII)

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

(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 advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public)

At present no such committee has been constituted by the department.

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MANUAL (IX)

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
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(A directory of its officers and employees)

SR. NO	Name of the Officer/Official S/Shri/Smt.	Designation	Telephone No.	Address
1.	Vikas Yadav, IAS	Director General	0172-2702955-56	H.No. 681, Sector 6, Panchkula
2.	Manita Malik, HCS	Addl. Director Tourism	8901115260	H.No. 640, Sector -6, Panchkula
3.	Ramphal Kundu	Deputy Director Tourism	9417869505	H.No.1280, Sector-11, Panchkula.
4.	Ashok Kumar	Private Secretary	9416950386	H.No.702/17, BD Colony, Sec-26, Chandigarh.
5.	Ram Murti Bhardwaj	Superintendent	9815180538	H.No.1228, Sec-20-B, Chd.
6.	Rajpal	Project Officer	08901057192	H.No.1346/B, Sector-39, Chandigarh
7.	Charan Lal	Tourist Officer	9463740875	H.No.1339, Sector-39B, Chandigarh
8.	Sumitra Devi	Assistant	09467521353	H.No.206, Shalimar Bagh, Block-A, New Delhi.
9.	Monika Saluja	Sr. Scale Stenographer	9888905877	H.No.5134, Sec.38-West, Chandigarh.

10.	Hari Sharma	Assistant	9417643663	H.No.1391/A, Sec-39, Chd.
11.	Rajender Kumar	Assistant	09818590913	21/4, Haryana Estate Sekandra road, Mandi House, New Delhi.
12.	Jaswinder Kumar	Assistant	9417120954	V.P.O. Parach, Punjab
13.	Surender Mohan	Artist	9988883239	H.No.2653, Sector-19, Chd.
14.	Kulwinder Singh	Assistant	9888043833	H. No. 726, Sector-7, Panchkula
15.	Vijay Kumar	Assistant	9888327846	H.No 1273-A Sector-39, Chd.
16.	Ram Phal	Peon	-	C/O Avtar Singh,Vill. Kaimbwala, U.T. Chd.
17.	Puran	Peon	9779521185	C/O Avtar Singh,Vill. Kaimbwala, U.T. Chd.
18.	Rahul	Peon	9050821871	
19.	Deepak Kumar	Peon	8295454535	#1577, Sector 22, Chandigarh
20.	Bintu	Peon	8708653605	

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Monthly Remuneration of officers/officials of Tourism Department, Haryana
as on 1st August 2019

Sr. No.	Name and Designation S/Sh./Smt.	Monthly remunerations (Amount in Rupees)
1.	Smt. Manita Malik, HCS	1,37,752.00
2.	Sh. Ramphal Kundu, Deputy Director	77,160.00
3.	Sh. Ashok Kumar, Private Secretary	81,752.00
4.	Sh. Ram Murti, Superintendent	80,204.00
5.	Sh. Charan Lal, Tourist Officer	72,792.00
6.	Sh. Surender Mohan, Artist	83,208.00
7.	Smt. Sumitra Devi, Assistant	74,920.00
8.	Sh. Hari Sharma, Assistant	47,032.00
9.	Sh. Jaswinder, Assistant	48,506.00
10.	Sh. Rajinder Kumar, Assistant	49,934
11.	Sh. Ramphal, Peon	37,958
12.	Sh. Puran Chand, Peon	41,222
13.	Sh. Rajpal, Project Officer	51,288.00
14.	Sh. Vijay Kumar, Assistant	43,112
15.	Sh. Kulwinder Singh, Assistant	47,066
16.	Smt. Monika Saluja, Senior Scale Steno	54,470
17.	Sh. Rahul, Peon	21,716
18.	Sh. Deepak Kumar, Peon	21,716
19.	Sh. Bintu, Peon	21,716

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Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made.)

The State Govt. has allocated funds of Rs. 3940.01 lacs for tourism promotion activities in the Annual Plan 2019-20 in the Capital. In addition, the Govt. has provided an amount of Rs. 912.01 lacs in the Revenue budget of the Tourism Department for current financial year 2019-20. The Scheme wise capital and revenue budget is as under :-

CAPITAL BUDGET

Sr. No.	Name of Schemes	Budget allocated in the financial year 2019-2020. (Rs. Lacs)
1.	Holiday & recreation resorts at badkhal lake	250.00
2	Tourist facilities at Surajkund	500.00
3	Tourist facilities at Pinjore	50.00
4	Development of tourist facilities alongwith main highways in Haryana	1300.00
5	Development of tourist facilities at district/sub divisional and other important towns/places in Haryana	1000.00
6	Development of wild life tourism in Haryana	20.00
7	Tourism scheme outside the state	20.00
8	Modernisation/upgradation of training facilities	600.00
9	Air-conditioning and furnishing of new tourist complex	200.00
10	Development of Wild Life Tourism in Haryana under Swaran Jayanti Programme	0.01
	Total	3940.01

Revenue Budget

Sr. No.	Name of Schemes	Budget allocated in the financial year 2019-2020.
1	Diversification of Tourism Activities illumination of Historical Monuments	4,00,00,000.00
2	Information Technology	7,15,000.00
3	Establishment Expenses	
3 (i)	Salary	2,20,00,000.00
3(ii)	Dearness Allowance	20,00,000.00
3(iii)	Travel Expenses	1,10,000.00
3(iv)	Office Expenses	2,00,000.00
3(v)	RR&T	17,30,000.00
3(vi)	Scholarship & Stipend	2,00,000.00
3(vii)	Maintenance	1,00,00,000.00
3(viii)	MV	2,20,000.00
3(ix)	POL	2,00,000.00
3(x)	Medical	6,75,000.00
3(xi)	Contractual Service	8,00,000.00
3(xii)	LTC	5,50,000.00
3(xiii)	Ex-Gratia	3,50,000.00
3(xiv)	Training	10,00,000.00
3(xv)	Energy Charges	3,50,000.00
4	HGRA	1,00,000.00
5	Performance Linked Outlay (PLO)	1000.00
6	PRIS	1,00,000.00

7.	G.I.A	
7(i)	IHM, Faridabad	10,00,000.00
7(ii)	SIC, Panipat	39,00,000.00
7(iii)	IHM, Yamuna Nagar	50,00,000.00
22.	Total	9,12,01,000.00

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The manner of executions of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

The State Govt. has allocated funds of Rs. 40.00 lacs in the financial year 2019-2020 for provide Financial Assistance to pilgrims of the State of Haryana in the following Schemes: -

Sr. No.	Name of Scheme	Admissibility	Funds Provided in the Financial year 2019-2020
1.	Kailash Mansarover Yatra	<ol style="list-style-type: none">1. Financial Assistance is provided to maximum 50 (Fifty) number of pilgrims who complete the Yatra through the Ministry of External Affairs, Govt. of India2. The Financial Assistance is provided upto the extent of Rs. 50,000/ or fifty percent of the actual expenditure per person whichever is less.	25.00 lacs
2.	Sindhu Darshan Yarta	<ol style="list-style-type: none">1. Financial Assistance is provided to maximum 50 (Fifty) number of pilgrims who complete the Yatra through the State Government/Centre/ Society2. The Financial Assistance is provided upto the extent of Rs. 10,000/ or fifty percent of the actual	10.00 lacs

		expenditure per person whichever is less.	
3.	Swaran Jayanti Guru Darshan Yatra	<p>1. Financial Assistance is provided to maximum 50 (Fifty) number of pilgrims who complete the Yatra through the State Government/Centre/ Society</p> <p>2. The Financial Assistance is provided upto the extent of Rs. 6,000/ or fifty percent of the actual expenditure per person whichever is less.</p>	5.00 lacs

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(Particulars of recipients of concessions, permits or
authorizations granted by it;)

No concessions/permits or authorization are granted by the
Tourism Department, Haryana

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(Details in respect of the information, available to or held
by it; reduced in an electronic form;)

So far the department has not opened its own website and the
information pertaining to the tourism promotion activities is available
on the Website of Haryana Tourism Corporation
"www.haryanaturism.gov.in

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MANUAL (XV)

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(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 working hours of the head office of Tourism Department and Tourist Information Bureaus are given as under :-

- | | | |
|------|--|---|
| (I) | Head Office | 9.00 AM to 5.00 PM
(Saturdays & Sundays are
Holidays) |
| (II) | Tourist
Information
Bureau, New
Delhi | 9.00 AM to 5.00 PM
(Saturdays & Sundays are
Holidays)) |

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Appellate Authority

Smt. Manita Malik, HCS
Additional Director (ADMN)
Tourism Department Haryana,
Tel. No. 0172-2714570

Will act as first Appellate Authority for the matter related to the Tourism
Department Haryana under the RTI Act, 2005.

(Names, designation and other particulars of the Public Information
Officers)

The following officer of the Tourism Department is hereby designated as
Public Information Officer: -

State Public Information Officers at Head Office

- 1) Sh. Ram Murti Bhardwaj Superintendent
Tourism Department Haryana
SCO 17-19, Sector 17-B,
Chandigarh
0172-2702955-56-57.
Will be the S.P.I.O. at Head Office

Assistant State Public Information Officers at Head Office

- 2) Sh. Charan Lal Tourist Officer,
Tourism Department Haryana
SCO 17-19, Sector 17-B,
Chandigarh
0172-2702955-56-57.

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(Particulars of facilities available to citizens for obtaining information,
including the working hours of a library or reading room, if maintained for
public use.)

1. Information through Public Information Officers.
2. There is no reading/library room.