

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

Organization and Function

S.N	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	i) Name of the Organization and its website	Directorate of Tourism, Punjab Plot No 03 sector 38 A Chandigarh and website : www.punjabtourism.punjab.gov.in
		ii) Head of the organization	Director.
		iii) Vision, Mission and Key objectives	<p>VISION:- To establish Punjab as a world-class destination, offering a unique, different and memorable experience to tourists, ensuring sustainable and responsible tourism development, and firmly turning tourism into an engine for fostering socio-economic development in the State.</p> <p>MISSION:- To work relentlessly to double the annual tourist visits in the State from 25 million to 50 million in the next five years by creating new infrastructure and improving the existing one, particularly on site facilities such as access roads, parking lots, public toilets, food and beverage retail outlets, appropriate product development, promoting tourism through effective and efficient marketing and promotion campaigns, forging partnerships with private sector for investments in tourism-related projects, building linkages with travel and tourism trade, and development of appropriate human resources to provide quality services and facilities to tourists.</p> <p>Objectives:- To increase the footfall of tourists in the State Development of Tourism Infrastructure and conservation of heritage structures of products developed and being developed in the State during this year.</p> <ul style="list-style-type: none"> To increase capacity in the hospitality sector by imparting training to Students. To promote the culture through organizing 3 big fairs and festival and some small events. To promote different tourism products by adding to new Farm Tourism, Bed and Breakfast and tented accommodations.
		Function and duties	<ul style="list-style-type: none"> Renovation, restoration, development of the places of tourist interest in the State so as to make them comparable with the international standards. Development of site facilities such as access road, parking lots, food & beverage retail outlets To implement the scheme of HSRT by providing trainings in hospitality sector. To work for the capacity building of the people for income generation through tourism. To organize and support important fairs and festivals for the promotion of tourism and cultural heritage. Participation in the functions held by various tourism related organizations such as IATO, AIDTO etc. To select and register properties for promotion of tourism products like Farm Tourism, Bed & Breakfast and Tented Accommodation. To promote and encourage registration of new properties under the scheme. To popularise the schemes through various print and internet media.
		(v) Organization Chart of Department	Organization chart is annexed as Annexure –A
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Powers and duties of officers are annexed as Annexure –B
		(ii) Power and duties of other employees	Power and duties of other employees is annexed as Annexure-C
		(iii) Rules/ orders under which powers and duty are derived and	<p>Service Rules Group-A,B and Group C.</p> <p>The duties have been defined under the allocation of Business rules notified by the State Govt notification. The powers are exercised as per provisions of Punjab Civil Service rules and Punjab Financial Rules.</p>

		(iv) Exercised	As per Rules.
		(v) Work allocation	As per the administrative orders issued by Director Tourism from time to time.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	Decisions making points Decisions are taken at the level of Additional Director, Director Tourism and Add Chief Secretary Tourism process of decision making Every matter is dealt at the level of a Senior Assistant and forwarded by Superintendent Tourism with his comments to Additional Director who further send it to the competent authority.
		(ii) Final decision making authority	Hon'ble Minister/Additional Chief Secretary/Director Tourism/Additional Director Tourism Punjab.
		(iii) Related provisions, acts, rules etc.	1. Tourism Department Punjab (Group A) Services Rules 2002. 2. Punjab Tourism (Group B) Services Rules 2001. 3. Punjab Tourism Head Office/ Field Staff (Group C) Service Rules 2001. 4. Punjab State (Group 4) Service Rules 1963 and with all amendments 5. Punjab Civil Services Manual Part I and II Cover I and Part II and Part III (TA Rules). 6. Instruction (Manual) with Instructions issued by Finance Department regarding service affairs. 7. Budget Manual Issued from Finance Department Govt. of Punjab. 8. Punjab Financial Instructions Part I. 9. Punjab Civil Services (Conduct Rules) 1966. 10. Punjab Civil Services (Punishments and Appeals) 1970 and Instruction issued thereunder.
		(iv) Time limit for taking a decisions, if any	As provided in the relevant Rules/Instructions.
		(v) Channel of supervision and accountability	The channel of supervision include:- a. Supervisory Staff. b. Additional Director Tourism. c. Director Tourism.

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Timeline for dealing with the papers have been defined and are being followed and standards Norms have been defined in all the schemes being implemented by the Department.
		(ii) Norms/ standards for functions/ service delivery	Punjab State Tourism Policy, 2018, was notified vide Notification No.1/22/ 2017-2 TC/11807758 dated 08.03.2018 by the Department of Tourism. The Policy so formulated gives greater thrust on development of Heritage, Eco and Farm Tourism; <ul style="list-style-type: none"> The policies notified above have been formulated with a vision to establish Punjab as world class destination, offering a unique, different and memorable experience to tourists. The policies are aimed to give thrust to the development of Heritage, Eco and Farm Tourism. Provisions have also been made to promote the culture of Punjab with the help of Punjab Art Council and its three sister academies namely Punjab Sangeet Natak Academy, Punjab Sahit Kala Academy & Punjab Lalit Kala Academy, under the Cultural Policy of the State. Till date, 47 farm stays Units, 11 Tented Accommodation units and 78 Bed and Breakfast Units have been registered by Punjab Tourism. In order to promote and incentivize the local investment, the schemes for registration of Farm Stays, Bed and Breakfast units and Tented Accommodation are being implemented. In addition to this, skill development in hospitality sector is being provided to the youth free of cost. The Industrial and Business Development Policy, 2017, has also announced incentives for the Tourism and Hospitality industry. According to this Policy, Tourism and Hospitality sector has been included in the "Thrust Sector" and incentives like exemption in CLU, EDC charges etc, have been given to the industry. The State Government is also considering proposal for use of heritage properties as heritage hotels.
		(iii) Process by which these services can be accessed	The detail has been given on the website of the department for the general public www.punjabtourism.punjab.gov.in
		(iv) Time-limit for achieving the targets	Department of Tourism has made Four Year Action, Plan to achieve the targets.
		(v) Process of redress of grievances	Superintendent of Department has been appointed as Nodal Officer to redress the grievances received in department or PGRS Portal.

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/Manual / instruction.	1. Punjab Heritage & Tourism Promotion Board Bye laws, 2008. 2. Punjab Tourism Services Rules 2002. 3. Punjab State Tourism Policy, 2018 4. Eco Tourism Policy 2009 5. Farm Stay/Homestay Scheme 6. Bed and Breakfast Scheme 7. Tented accommodation Scheme
		(ii) List of Rules, regulations, Instructions manuals and records.	1. Punjab Heritage & Tourism Promotion Board Bye laws, 2008. 2. Punjab Tourism Services Rules 2002. 3. Punjab State Tourism Policy, 2018 4. Eco Tourism Policy 2009 5. Registration of Farm Stay Scheme 6. Bed and Breakfast Homestay Scheme 7. Tented accommodation Scheme
		(iii) Acts/ Rules manuals etc.	<ul style="list-style-type: none"> • Punjab Civil Services Rules. • Punjab Financial Rules • Punjab Budget Manual • Manual of Instructions
		(iv) Transfer policy and transfer orders	As per Guidelines issued by the State Govt- every year.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Detail is Annexed as Annexure-D
		(ii) Custodian of documents/ categories	Kept by the dealing officials in the office.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	1. Punjab Heritage Tourism promotion Board. 2. Punjab State Health and Wellness Council.. 3. Tourism Advisory Committee. Annexure -E
		(ii) Composition	1. Board of Trustees 2. Executive Committees of the Board. 3. Sub Committee (Tourism, Cultural, Eco Tourism Committee) 4. Punjab State Tourism Policy (Tourism Advisory Council)
		(iii) Dates from which constituted	14 th August 2002
		(iv) Term/ Tenure	N.A
		(v) Powers and functions	The Board of Trustees is the Apex Policy making body of the Punjab Heritage & Tourism Promotion Board, and it have full powers to do all such acts, deeds and things as are necessary for the purpose of achieving the objectives of the Board and exercise general superintendence over the function of organs and authorities created under these Byelaws.
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	As per requirement.
		(viii) Place where the minutes if open to the public are available?	Copies of the Minutes are available in the Department Punjab Heritage and Tourism Promotion Board.
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Director of Tourism-cum-Chief Executive Officer-cum-Managing Director, PTDC:- Sh.Malwinder Singh Jaggi, IAS (Present Ms.Kanwalpreet Brar, IAS) Additional Director Tourism-cum-Executive Director :- Sh.Ravinder Arora, PCS Sh.Sanjiv Kumar, PCS, Sh.Rohit Gupta, PCS, (Present:-Mr. Lakhmir Singh, PCS) Superintendent Tourism (DDO) :-Sh. Rajesh Verma (Present Mr.Anshuman Garg, ACFA (DDO) Annexure- F
		(ii) Telephone , fax and email ID	0172-2699140 dtpunjab@gmail.com
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section-4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	Detail is Annexed as Annexure-G
		(ii) System of compensation as provided in its regulations	No compensation is being provided.
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	1) 1st Appellate Authority:- Sh.Malwinder Singh Jaggi, IAS Annexure-H (Present Ms.Kanwalpreet Brar, IAS) 2) PIO :- Smt. Satwinder Kaur (Present:-Mr. Lakhmir Singh, PCS) 3) APIO :- Sh. Rajesh Verma (Present Mr.Anshuman Garg, ACFA)

		(ii)Address, telephone numbers and email ID of each designated official.	1)Plot No.3, Sector 38A, Chandigarh, Telephone No. 0172-2694889 directorculture@yahoo.com 2) Plot No.3, Sector 38A, Chandigarh, Telephone No. 0172-5042955 Jdtca38@gmail.com . 3) Plot NO.3, Sector 38A, Chandigarh, Telephone No. 0172-2694889 acfadcam@gmail.com
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i)Pending for Minor penalty or major penalty proceedings (ii)Finalized for Minor penalty or major penalty proceedings	i) There were 02 employees who had been suspended in the month of December 2020 under minor penalty. ii) Both the employee as mention at serial no.1 above, are re-instated in the month of February 2021.
1.12	Programmes to advance understanding of RTI(Section 26)	i) Educational programmes ii)Efforts to encourage public authority to participate in these pro programmes (iii)Training of CPIO/APIO (iv)Update & publish guidelines on RTI by the Public Authorities concerned	Training programmes conducted by MGSIPA, was attended by APIO. Participation is ensured when training in RTI is conducted. Training programmes conducted by MGSIPA, was attended by APIO. Information are being uploaded on the Website of the Department and this information is regularly being sent to State Govt.

2. Budget and Programme

S.N	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i)Total Budget for the public authority (ii)Budget for each agency and plan & programmes (iii)Proposed expenditures (iv)Revised budget for each agency, if any (v)Report on disbursements made and place where the related reports are available	Annexure-H -do- -do- -do- Not Applicable
2.2	Foreign and domestic tours during 2019-20	(i)Budget ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Rs.2.25 Crore for 2019-20 As per Annexure-I
		iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	NIL
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)Name of the programme of activity (ii)Objective of the programme (iii)Procedure to avail benefits (iv)Duration of the programme/ scheme (v)Physical and financial targets of the programme (vi) Nature/scale of subsidy/amount allotted (vii)Eligibility criteria for grant of subsidy (viii)Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable Not applicable Not applicable Not applicable Not applicable Not applicable Not Applicable
2.4	Discretionary and non-discretionary grants.	i) Discretionary and non-discretionary grants /allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable Not Applicable
2.5	Particulars of recipients of	(i)Concessions, permits or authorizations granted by public authority	Not Applicable

	concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorizations d) Date of award of concessions/permits of authorizations	Not Applicable
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T.Chandigarh.	There are 09 Audit Paras of the department of Tourism as per audit report received from AG Punjab on 15.09.20 Besides this, There is 01 CAG Para of Department. These have been timely replied.

3. Publicity Band Public interface

S.N	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>Periodic meetings with the tourism stake holders such as tour operators etc. are being organized.</p>
		Public- private partnerships (PPP)	Sri Naina Devi Ji and Sri Anandpur Sahib Ji Ropeway Company Ltd.
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	<p>The following DPRs have been prepared and works are in progress:-</p> <ol style="list-style-type: none"> i. Conservation work of Aam Khas Bagh Sirhind ii. Conservation work at Gobindgarh Fort Amritsar iii. Conservation Works of Town Hall Building at Amritsar iv. Conservation and Adaptive Reuse of Rambagh Summer Palace at Amritsar v. Conservation of Qila Ahluwalia, Amritsar vi. Facade improvement works on 3 Heritage walk Streets in Amritsar Hall Bazar and Katra Jaimal Singh vii. Conservation and adaptive reuse of Gol kothi Gulabi kothi and Buggy Khana at Kapurthala viii. Conservation and Adaptive Reuse of Sangrur Kothi ix. Conservation & Restoration of Rattar Chattar Mosque & Achleswar Dham Mandir in Distt. Gurdaspur. x. Conservation Work at Quila Mubarak Patiala xi. Conservation and Restoration of Shahi Samadhan Patiala xii. Conservation work and Adaptive Reuse of Mohindra kothi at Patiala xiii. Conservation of Heritage Structures at Darbar Hall Kapurthala

		(iii)Concession agreements.	1. Upgradation, Operation and Maintenance of Chandni Tourist Complex at Nidampur, Patiala (Sangrur Road) under PPP format. 2. Operation and Maintenance of Heritage Village at Amritsar under PPP format. 3. Operation and Maintenance of Fast Food Counter at Kurali under PPP format 4. Operation and Maintenance of Hop-on-Hop-off buses under PPP format. 5. Operation and Maintenance of Faridkot under PPP format. 6. Operation and Maintenance of Gobindgarh Fort at Amritsar under PPP format. 7. Operation and Maintenance of water Lily under PPP format. 8. Operation and Maintenance Multi Level parking and Tourist Reception Centre at Atari format at PPP mode. 9. Operation and Maintenance Partition Museum Town Hall at Amritsar format at PPP mode. 10. Operation and Maintenance of Mughal Sarai at Shambu on PPP mode. 11. Operation and Management of Magnolia Tourist Complex at Kartarpur
		(iv)Operation and maintenance manuals	As per agreement with the concessionaire.
		(v)Other documents generated as part of the implementation of the PPP	Following RFPs were generated as part of the implementation of the PPP. 1. RFP 2. Feasibility Report 3. Tender documents 4. Agreement etc.
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Only lease money is given by the concessionaire.
		(vii)Information relating to outputs and outcomes	As per annual administrative report of the department
		(viii)The process of the selection of the private sector party (concessionaire etc.)	Open tendering process is carried out for selection of private party (concessionaire etc)
		(ix)All payment made under the PPP project	As per agreement.
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	NO
		(ii) Outline the Public consultation process	Nil
		(iii) Outline the arrangement for consultation before formulation of policy.	On the website www.punjabtourism.punjab.gov.in
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Brouchers, Booklets and Pamphlets are being published. Information regarding various schemes are also available on the website of the department. www.punjabtourism.punjab.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Yes, on the departmental website. www.punjabtourism.punjab.gov.in
		(ii) Printed format	Yes, available.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	No. It is available on the website of the Department.
		(ii) At a reasonable cost of the medium	Not available.

4 E. Governance

S.N	Item	Details of disclosure	Particulars
4.1	Language in which	(i) English	Punjabi and English

	Information Manual /Handbook Available	(ii) Vernacular/ Local Language	Local Language
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Update	Updated as on 31.3.2020.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	RTI Manual is Available on the website of the Department i.e. www.punjabtourism.punjab.gov.in
		(ii) Name/ title of the document/record/ other information	All instruction, Rules regulation related to Directorate of Tourism Department, Punjab and notification issued by the Punjab Govt. Concerning Directorate of Tourism available on department of website. www.punjabtourism.punjab.gov.in
		(iii) Location where available	The information relating to the department of Tourism is available on its website www.punjabtourism.punjab.gov.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Citizen can approach or write to Director Tourism and Additional Director Tourism, Directorate of Tourism Department, Punjab Plot No. 3 Sector-38 Chandigarh. Citizen can also collect the information from the website of the department.
		(ii) Details of information made available	1) Information is available on the website of the public authority is www.punjabtourism.punjab.gov.in 2) Printed tourist literature is available at all Tourist Information Centres and Headquarter level.
		(iii) Working hours of the facility	Head office 9.00 AM to 5.00 P.M' (Closed on every Saturday and Sunday and Gazetted holidays.) Tourist Information Centres 09.00 AM to 5.00 P.M (Closed on every Monday and Gazetted holidays.
		(iv) Contact person & contact details (Phone, fax email)	Annexes as Annexure-F
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	If anybody is not satisfied with the service provided by the department, he can contact/ complain to grievance redressal office set-up in Chandigarh head office, under RT I Act-2005. Such cases will be settled by APIO's/ PIO's appointed by the department and if applicant/ complainant are not satisfied, he can appeal to the Appellate Authority. For this one needs to send an application on prescribed Performa with postal order as a fee as described in the Act. The Superintendent Tourism is nominated as State Nodal officer for Grievance redressal System.
		(ii)Details of applications received under RTI and information provided	Detail is annexed as Annexure-K
		(iii)List of completed schemes/ projects/ Programmes	Detail of Annual Report is Annexed as Annexure-J
		(iv)List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		(vi)Annual Report	Detail of Annual Report is Annexed as Annexure-J
		(vii)Frequently Asked Question (FAQs)	NA
		viii) Any other information such as	Citizen's Charter has been prepared copy enclosed
		a) Citizen's Charter	
		c) Six monthly reports loaded on the website or not	Yes
		d) Performance against the benchmarks set in the Citizen's Charter	Yes
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Detail is annexed as Annexure-K
		(ii) Details of appeals received and orders issued	Nil
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	During the Year, 2020, Total 11 Number of Parliament question received, whose replies as been sent to the Parliament.

5. Information as may be prescribed

S.N	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed	(i) Name & details of Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Director Director
		(ii) Details of third party audit of voluntary disclosure Dates of audit carried out Report of the audit carried out	Third party Audit carried out on 11.05.2021 at 11.00 AM
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director Date of appointment Name & Designation of the officers	2019-2020 1) PIO:- Smt.Satwinder Kaur, Dy Director 2) APIO:- Sh.RajeshVerma Superintendent
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure Dates from which constituted Name & Designation of the officers	Nil
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI Dates from which constituted Name & Designation of the Officers	Mr. Malwinder Singh Jaggi, I.A.S, First Appellant Authority, Director Tourism. Ms. Satvinder Kaur, Deputy Director, PIO Mr. Rajesh Verma, APIO.

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	R.T.I Manual Available on Department website :- www.punjabtourism.punjab.gov.in	Information are being uploaded on website.

PART B RECORD MANAGEMENT

Section 4(1) a

1.Ques: How do you define record?

Ans:- Record created, received and maintained by the organization or individual as evidence and information in compliance with legal obligations.

2.Ques: What is the ABC of record management?

Ans:- Record Management is a set of activities required to control the creation, distribution, use maintenance of information.

3.Ques: How do you maintain records?

Ans:- Records are kept in files in shelves and steel racks.

4.Ques: Language in which records are maintained? English or Punjabi or Both

Ans:- Both

5.Ques: When did your department destroy official records in the past?

Ans:- Did Not

6.Ques: Has proper procedure been adopted for destroying the record?

Ans:- Not Applicable.

7.Ques: If yes, what procedure has been adopted in seeking approval from this competent authority?

Ans:- Not Applicable.

8.Ques: How do you index the record?

Ans:- Record are kept on the almirahs/ racks in the listed manner.

9.Ques: Do the record rooms have sufficient space to store the record? Yes/ No

Ans:- Yes.

10.Ques: Are sufficient steel almirahs/ racks available to store records? Yes/ No

Ans:- Yes

11.Ques: How many steel almirahs/ racks are placed in the record room?

Ans:- The Record Room has 30 almirahs and 03 racks.

12.Ques: How often record room is cleaned?

Ans:- The Record room cleaned twice a month.

13.Ques: What is the retrieval system of records?

Ans:- Not applicable.

14.Ques: How much time is required to retrieve the record?

Ans:- Not applicable.

15.Ques: How frequently record is retrieved?

Ans:- Not applicable.

16.Ques: Who is incharge of record room (designation)?

Ans:- Not applicable.

17.Ques: How many files which are more than 25 years old are not weeded out?

Ans:- 869

18.Ques: How many files/records are marked for weeding out during the year?

Ans:- 1178

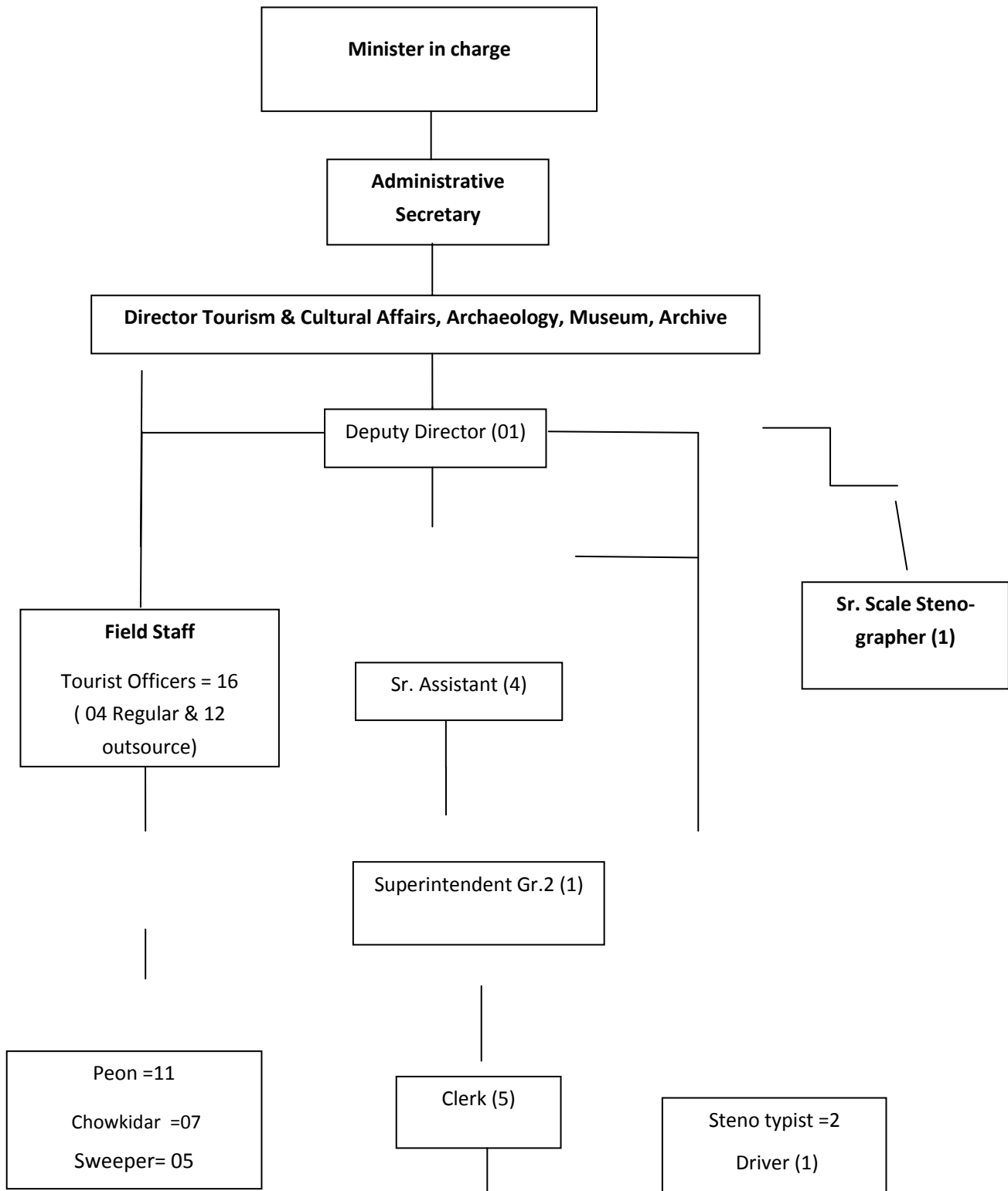
19.Ques: Why these files are not weeded out?

Ans:- Process to weeded out is going on.

20.Ques: Who is responsible for initiating the process of weeding out record?

Ans:- Head of the Department .

(v) ORGANIZATION CHART: Department of Tourism (as on 31.03.2020)



Guide-cum-Clerk =07
(5 outsource, 2 regular)

Headquarter

Peon = 03

Chowkidar =1

Sweeper =1

Duplicate Machine
Operator (1)

1.2 Powers and duties of its officers and employees (Section 4(1) (b)(ii)

(i) Powers and duties of officers (administrative, financial and judicial)

S.No	Designation	Powers (administrative, financial & judicial)	Duties
1)	Administrative Director	He can utilize related powers of Punjab Civil services and financial Rules.	Administrative Director's main job is supervision of appointments and administrative jobs of cat 3 and cat 4. Routine jobs and schemes of department.
2)	Deputy Director Administrative	Supervise the work such as Establishment, Cash Branch, Store Branch, matters regarding correspondence with Govt. of India, Ministry of Tourism etc, routed through Deputy Director Tourism to the Higher authority, PIO	Monitor all the admin work related with the Establishment-cum Account Branch as well as misc branch, routed through Deputy Director Tourism to the Higher Authority.
3)	ACFA/SO	DDO Power of the Department of Tourism. MFA/PTDC	Doing all the work of department of Tourism/ PHTPB/PTDC related to finance
3)	Superintendent Grade-II Administrative	Supervise the duties of clerical staff working under him like Senior Assistants, Jr. Assistants, Steno typist, Sr.Clerk/Clerks.	To Supervise all the admin work sent by Senior Assistants and forwarded with his comments to the Deputy Director/Additional Director who further send it to the competent authority.
4)	Tourist Officer	Nil	For the facilitation of Domestic and International Tourists, the department tourism has opened 14 Tourist Information Centres in the various districts of Punjab including New Delhi. The main objective of these Tourist Information Centre's is to provide information to National as well as International Tourists, besides this, tourist publicity literature is also provided free of cost. The motive of these TIC is to provide <i>information</i> to the <i>tourists</i> and to encourage private sector to invest in <i>tourism</i> sector/industry.

Annexure-C

1.2 (ii) Power and Duties of other Employees:

S.No	Designation	Powers	Duties
1)	Senior Assistant (Establishment)	Nil	Work related with the Establishment-cum Account Branch i.e Punishments and Appeals, all the Service Matter like Leave Rules i.e. Earned Leave, Casual Leave Medical leave Half Pay Leave, Maternity Leave, Paternity Leave Suspension Rule, TA Rules, Deputation Rules, Transfer and Posting Matters, pension Rules, Recruitment and Promotions, Retirement Matters, House Allotment, Pay Fixation of the Employees, Increments ,Training of Employee, Gratuity, Family Pension, Departmental Enquiries, Formulation of Rules and Regulations of Department of Tourism, IHM and FCI, Court cases relating with establishment matters etc.
2)	Senior Assistant (Stores)	Nil	To Settle cases related to stores, Purchasing, Weed out of old Record and useless furniture, Work of Audit Paras etc.
3)	Senior Assistant (Planning Branch)	Nil	VidhanSabha/LokSabha/RajyaSabha Reply, Speech and Material for speech of Hon'ble Ministers like achievements. Correspondence with PTDC, Meetings with IHM and FCI, Notification of IHM and FCI ,Advertisements in Newspaper, Meetings with Administrative Secretaries, Meeting with CM, CM References, Online Grievances, Correspondence received from Other States and districts, Notifications, Constitutions of BoG, Constitutions of Committees, Work of Companies of PTDC and demerged companies, Land acquisition work, Court Cases etc.
4)	Senior Assistant (Accounts)	Nil	To settle cases related to accounts branch. To write Cash book, To Maintain G.P. Fund accounts of Class I to Class IV employees of departments. To Prepare salary, TA Bills, Telephones Bills, electricity Bills medical and Other contingent Bills etc. of all employees which has been sent to Treasury office, Punjab
5)	Senior Scale Stenographer	Nil	Duty with Deputy Director Tourism / Superintendent, Tourism such as obtaining dictation and moving files, typing in Punjabi and English, help in preparing budget of various schemes of the department, court case, preparation of proposals for funding.
6)	Clerks	Nil	To control files, maintenance of records, To put the cases under consideration and apart from that to do the other clerical jobs.
7)	Guide-cum- clerks	Nil	To provide information of places of Interest in the State to the inland/overseas tourist visiting the Information Centers, provide tourist literature as per their requirement to gather statistics of the tourist visiting information centre and provide the same to the Tourist Officer for onward transmission to the Head Office
8)	Steno-Typist	Nil	Performing duties as steno typist with Additional Director Tourism.

Annexure-D

1.6 Categories of documents held by the Authority or which are under its control

Title of the document

- 1.6 (i) Category of document
- (ii) Custodian of the doc

Name of the Document	Procedure to obtain the Document	Held by/Under control of
1 Service books	Approach Public Information Officer	Establishment Branch
2. Personnel files		Establishment Branch
1. Details of Release of Advertisements & Payments	-Do-	Tourism Branch
2. Diary/ Dispatch Registers		Dispatch Branch
1. Cash Book	-Do-	Account Branch
2. GPF ledger		-Do-
3. Vouchers of Cash		-Do-
4. Subsidiary Ledgers		-Do-
5. Salary Register		-Do-
6. Quarterly & Annual Returns (TDS)		-Do-
1. Correspondence with various Govt. Departments	-Do-	HOD
2. Leave Record of Employees		Establishment Branch
3. Attendance Registers		Superintendent

Annexure-F

**1.7 (i) (ii) Name of the Board, Council, committee etc
Punjab Heritage and Tourism Promotion BOARD OF TRUSTEES
There shall be a Board of Trustees consisting of the following official Members:-**

i)	Chief Minister, Punjab	Chairman
ii)	Cabinet Minister or Minister of State for Tourism, Punjab	(Ex-Office) Vice Chairman
iii)	Finance Minister, Punjab	Member
iv)	Chief Secretary, Punjab	Member
v)	Principal Secretary to Chief Minister, Punjab	Member
vi)	Administrative Secretary, Department of Housing & Urban Development Punjab	Member
vii)	Administrative Secretary, Department of Tourism Punjab,	Member
viii)	Administrative Secretary, Department of Local Govt, Punjab	Member
ix)	Administrative Secretary, Department of Culture, Archaeology & Museums, Punjab	Member
x)	Administrative Secretary, Department of Public Works (Building & Roads)	Member
xi)	Administrative Secretary, Department of Finance, Punjab	Member
xii)	Chief Town Planner, Punjab	Member
xiii)	Chief Architect, Punjab	Member
xiv)	Director Cultural Affairs, Punjab	Member
xv)	Director Tourism, Punjab	Member

EXECUTIVE COMMITTEE OF THE BOARD

i) There shall be an Executive Committees for the management and administration of the affairs of the Board which shall work under the general superintendence and control of the Board of Trustees.

ii) The Executive Committee shall consist of the following:-

- | | |
|---|------------------|
| a) Chief Secretary, Punjab | -President |
| b) Secretary Tourism | -Member |
| c) Secretary Finance or his representative - | -Member |
| d) Secretary Cultural Affairs Archaeology, Museums & Archives, Punjab or his representative | -Member |
| e) Director Cultural Affairs, Punjab | -Member |
| f) Chief Architect, Punjab | -Member |
| g) Chief Engineer, PWD (B&R), Punjab | -Member |
| h) Director Tourism, Punjab | -Member Convener |

iii) There shall be a Sub Committee for the formulation and implementation of projects relating to tourism which shall work under the general superintendence and control of the Executive Committee. This Sub Committee shall be headed by Principal Secretary Tourism. The composition of this Sub Committee shall be decided by the Executive Committee.

iv) There shall be a Sub Committee for the formulation and implementation of projects relating to cultural affairs, museums & archives which shall work under the general superintendence and control of the Executive Committee. This Sub Committee shall be headed by Principal Secretary Culture. The composition of this Sub Committee shall be decided by the Executive Committee.

1.7 (v) Powers & Functions:

1) Objectives and Functions of the Board

The objectives and functions of the Board shall be as under:-

- To take all necessary steps for planning, coordination, 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 undertake directly or through government agencies or through private parties the comprehensive development, conservation and renovation of heritage properties in Punjab and up-gradation of the areas around such properties.
- To undertake directly or through public-private partnership setting up of tourism infrastructure such as conference centres, auditoriums, museums, libraries, hotels, institutes etc.; for the promotion of tourism.

- To promote crafts and skills related to the State of Punjab
- To encourage expression of artists in the mediums of painting, sculpture, theatre, creative writing, music, films, documentaries, multi-media or in any other form.
- To publish the rich and diverse heritage of Punjab, especially in music, dance, cuisines, costumes etc.
- To co-ordinate with Government of India, various State Government, Semi-Government Organizations, Non-Government Organizations and other agencies as well as eminent individuals within India and abroad for promotion of tourism and preservation of the cultural heritage of Punjab and for seeking financial contributions for the fulfilment of these objectives.
- 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 and development of Tourism in the State.
- To acquire, purchase, exchange, transfer, lease out, hold or dispose of property and to enter into contracts in pursuance of the functions assigned to the Board.

Annexure-G

1.8 Directory of Officers and Employees (Section 4(1) (b) (ix)

- 1.8 (i) Name and designation/ Telephone, fax and email ID
(ii) Name and designation/ Telephone, fax and email ID (outsourcing Staff)

Sr. No	Name	Designation	Office Telephone	Residence Phone	Fax	Email ID
01	Sh.Malwinder Singh Jaggi, IAS	Director Tourism (Additional Charge)	2694889	9780039112	2694889	directorcultural@yahoo.com
02	Sh Ravinder Arora, PCS	Deputy Director Tourism	2625952	9872264640	5042954	ravinderarora640@gmail.com
03	Smt.Satvinder Kaur	Deputy Director(Admn)	2699140	80540-01071	2699140	skdecember26@gmail.com
04	Smt.Neelam Rani	Sr. Assistant	-	99159-20872	-	neelamrani.dot@gmail.com
05	Sh. Rajesh Verma	Sr. Assistant	-	9872707307	-	rajeshverma-1975@gmail.com
06	Smt. Kusum Bhatt	Sr. Assistant	-	73076-52236	-	gokulavi13@gmail.com
07	Ms.Gurbaksh Kaur	Sr. Assistant	-	78148-40217	-	gurbakshkaur.dot@gmail.com
08	Sh. Maninder Saini	Senior Scale Stenographer	-	94633-90776	-	maninder.saini@yahoo.com
09	Smt. Maninder Kaur	Clerk	-	9646282900	-	maninder.dot@gmail.com
10	Sh. Naresh Kumar	Clerk	-	94634-49464	-	dtpunjab@gmail.com
11	Ms.Kirandeep Kaur	Clerk	-	7508103209	-	Kaurkiran184@gmail.com
12.	Ms. Savita Sharma	Clerk	-	8847501515	-	dtpunjab@gmail.com
13	Smt Lata Sharma	Clerk	-	6280408049	-	lata_sharma_23@yahoo.com
14	Sh Pawan Sharma	Steno-typist	-	9779651779	-	pawam_sharma_79@yahoo.com
15	Sh Bhupinder S.	Driver	-	9914410167	-	
16	Sh. Rajinder Singh	D.M.O	-	94171-17526	-	--
17	Sh.Ran Singh	Peon	-	9464378744	-	--
18	Sh. Jyoti Karki	Peon	-	97809-68123	-	--
19	Sh. Chothi Shah	Peon	-	9779813281	-	--

20	Sh. Janak Singh	Peon Amritsar	-	9780650328	-	--
21	Sh. Gurdev Singh	Sweeper, Amritsar	-	75083-23306	-	--
22	Modh. Parvez Khan	Peon, Pathankot	-	8727801094	-	--
23	Sh. Labh Singh	Sweeper Amritsar	-	99140-62653	-	--
24	Sh. Bholu Singh	Peon, Nangal	-	88721-08269	-	--
25	Sh. Mohit Singh	Peon, Chandigarh	-	9653352701	-	--
26	Sh.Amandeep Arjal	Sweeper, Amritsar	-	9888480815	-	--
27	Sh.Sanjay Kumar	Sweeper, Chandigarh	-	6284299946	-	--
28	Sh.Anil Kumar	Sweeper, Chandigarh	-	8288978910	-	--
29	Sh.Sarabjeet Singh	Peon, Chandigarh	-	8360014407	-	--

Outsourcing Staff

S. N	Name	Designation	Residence Phone/Email ID	Email ID
1	Sh. Gursharan Singh	Tourist Officer	09872774777, toludhiana@gmail.com	Tourist Information Centre, Railway Station, Amritsar
2	Ms. Mandeep Gill	Tourist Officer	07837613200, toamritsar@gmail.com	Tourist Information Centre, Railway Station, Amritsar - 143001
3	Sh. Hardeep Singh	Tourist Officer	09872407040, tohardeep2010@gmail.com	Tourist Information Centre ,Patiala
4	Sh. Devinder Singh	Tourist Officer	08800110171, 9463372337 singh.devinder01@gmail.com	Tourist Information Centre, Sector-43, Bus Stand, Chandigarh
5	Sh. Kulbir Singh	Tourist Officer	09814657056, toropar@gmail.com	Tourist Information Centre, Near Water Lily Restaurant, DC Road, Ropar,
6	Sh. Pawandeep Singh	Tourist Officer	09465380552, tobathinda@gmail.com	Tourist Information Centre, Clock Tower, Near Chaura Bazar, Ludhiana
7	Sh. Ankur Sharma	Tourist Officer	09876788683, 08528955803 tonewdelhi@gmail.com	Tourist Information Centre, B-Block, Punjab Bhawan, Copernicus Marg, New Delhi-110001
8	Sh.Gurjot Singh	Tourist Officer	9316900016 togurjot@gmail.com	Tourist Information Centre, Bathinda
9	Sh.Navdeep Sharma	Tourist Officer	9779366944, navdeepptwal90@gmail.com	Tourist Information Golden Temple, Amritsar
10	Sh.Deepak Kumar	Tourist Officer	9592342444, dtoasr@gmail.com	Tourist Information Centre Wagha Border, Amritsar
11	Sh.Kanwerdeep Singh	Tourist Officer	09779167832, kanwerdeepsingh@gmail.com	Tourist Information Centre, Near Kesgarh Sahib Gurudwara, Guru Tegbahadur Sahib Museum, Sri Anandpur Sahib
12	Sh.Abhishek Puri	Tourist Officer	9872910420, puriabhishek777@gmail.com	Tourist Information Centre, International Airport, Mohali
13	Smt.Prabhjot Kaur	Guide-cum-Clerk	7837172705 kaur.prabh@yahoo.com	Tourist Information Centre, Raja Sansi Airport Amritsar
14	Smt. Sukhvir Kaur	Guide-cum-Clerk	7307319171 sukhvirchopra@gmail.com	Tourist Information Centre, Sector-43, Bus Stand, Chandigarh
15	Sh.Sukhwinder Singh	Guide-cum-Clerk	9646282900 singhscotch@yahoo.com	Tourist Information Centre, International Airport Mohali
16	Smt.Anita Rani	Guide-cum-Clerk	9876757278 Anitabilwan1@gmail.com	Tourist Information Centre, Nangal
17	Sh.Ashish	Guide-cum-Clerk	99154303904, 7009790448 jaggi.tarun50@gmail.com	Tourist Information Centre, Clock Tower, Near Chaura Bazar, Ludhiana
18	Sh.Jaspal Singh	Peon	7528912111	Tourist Information Centre, Railway Station, Amritsar - 143001
19	Sh Vishal	Peon	----	Tourist Information Centre, Railway Station, Amritsar - 143001
20	Manjit Kaur	Peon	8872420914	Tourist Information Golden Temple, Amritsar
21	Sh.Sumit Kumar	Peon	9914686026	Tourist Information Centre, International Airport Mohali
22	Sh.Ram Sharan	Sweeper	7528908111	Tourist Information Centre Wagha Border, Amritsar
23	Sh.Vishvajeet	Chowkidar	7837876255	Tourist Information Centre, Sector-43, Bus Stand, Chandigarh
24	Sh.Manjit Singh	Chowkidar	9592906107	Tourist Information Centre, Near Kesgarh Sahib Gurudwara, Guru Tegbahadur Sahib Museum, Sri Anandpur Sahib
25	Sh.Vinod Kumar	Sweeper	9463124670	Tourist Information Centre, Nangal
26	Sh.Harpreet Singh	Peon	9988171074	Tourist Information Centre, Ropar
27	Sh.Sahil	Peon	-----	Tourist Information Centre, Sector-43, Bus Stand, Chandigarh
28	Sh.Anoop Josaf	Sweeper (Part Time Sweeper2 hr	7508466554	Tourist Information Centre, Ludhiana
29	Sh.Gyain Singh	-do-	8968748416	Tourist Information Centre, Ropar
30	Sh.Rajiv Kumar	-do-	9915810324	Tourist Information Centre, Patiala
31	Sh.Amar Chand	-do-	9592616798	Tourist Information Centre, Gharshankar

Annexure-H

1.9 (i) 10th Manual: Monthly Remuneration received by officers & employees including system of compensation an Outsourcing Staff

10.1 Name and designation of the employee

10.2 Monthly remuneration

10.3 System of compensation as provided by in its regulations

10.4 Outsourcing Staff Information

Sr. No	Name	Designation	Monthly Salary	Compensation/compensatory Allowance	The procedure to determine the Remuneration as given in the Regulations
1	Sh. Malwinder Singh Jaggi, IAS	Director, Additional Charge	Nil	Nil	No independent post for Director Tourism, Directorate of Tourism. Additional Charge.
2	Sh Ravinder Arora, PCS	Deputy Director Tourism	Nil	Nil	The Remuneration are fixed according to Rules and Regulations of Punjab Government
3	Smt. Satvinder Kaur	Deputy Director,		120	The Remuneration are fixed according to Rules and Regulations of Punjab Government
4	Smt. Neelam Rani	Sr. Assistant	19200+4600=23800	120	As Above
5	Sh. Rajesh Verma	Sr. Assistant	17060+4400=21460	120	As Above
6	Smt. Kusum Bhatt	Sr. Assistant	15360+4400=19760	120	As Above
7	Ms Gurbaksh Kaur	Sr. Assistant	14500+4400=18900	120	As Above
8	Sh. Maninder Saini	Senior Scale Stenographer	14500+4400=18900	120	As Above
9	Smt. Maninder Kaur	Clerk	14740+3800=18540	120	As Above
10	Sh. Naresh Kumar	Clerk	11560+3200=14760	120	As Above
11	Ms. Kirandeep Kaur	Clerk	10300+3200=13500	120	As Above
12	Smt Lata Sharma	Clerk	12470+3200=15670	120	As above
13	Ms. Savita Sharma	Clerk	10300(DC Rate)	120	As Above
14	Sh Pawan Sharma	Steno-typist	16370+3200=19670	120	As Above
15	Sh. Bhupinder Singh	Driver	11420+2800=14220	120	As Above
16	Sh. Rajinder Singh	D.M.O.	13650+2000=15650	120	As Above
17	Sh. Jyoti Karki	Peon	10730+1900=12630	120	As Above
18	Sh. Chothi Shah	Peon	10420+1650=12070	120	As Above
19	Sh. Mohit Kumar	Peon	6680+1650=8330	120	As Above
20	Sh. Bhola Singh	Peon	14770+1900=16670	-	As Above
21	Modh. Parvez Khan	Peon	6430+1650=8080	-	As Above
22	Sh. Ran Singh	Peon	14990+1900=16190	120	As Above
23	Sh. Janak Singh	Chowkidar	15220+1900=17120	120	As Above
24	Sh. Gurdev Singh	Sweeper	6930+1650=8580	-	As Above
25	Sh. Labh Singh	Sweeper	6930+1650=8580	-	As Above
26	Sh. Amandeep Arjal	Chowkidar	5730+1650=7380	-	As Above
27	Sh. Sanjay Kumar	Sweeper	5510+1650=7160	-	As Above
28	Sh. Anil Kumar	Sweeper	4910 (DC Rate)	-	As Above
29	Sh. Sarabjeet Singh	Peon	4910 (DC Rate)	-	As Above

Outsourcing Staff Salary

Table

Sr. No.	Name	Designation	Monthly Salary (As per DC Rate)	Compensation/ compensatory Allowance	The procedure to determine the Remuneration as given in the Regulations
1	Sh. Gursharan Singh	Tourist Officer	29557/-	--	--
2	Ms. Mandeep Gill	Tourist Officer	29557/-	--	--
3	Sh. Hardeep Singh	Tourist Officer	29557/-	--	--
4	Sh. Devinder Singh	Tourist Officer	29557/-	--	--
5	Sh. Kulbir Singh	Tourist Officer	29557/-	--	--
6	Sh. Pawandeep Singh	Tourist Officer	29557/-	--	--
7	Sh. Ankur Sharma	Tourist Officer	29557/-	--	--
8	Sh. Gurjot Singh	Tourist Officer	29557/-	--	--
9	Sh. Navdeep Sharma	Tourist Officer	29557/-	--	--
10	Sh. Kanwerdeep Singh	Tourist Officer	29557/-	--	--
11	Sh. Deepak Kumar	Tourist Officer	29557/-	--	--
12	Sh. Abhishek Puri	Tourist Officer	29557/-	--	--
13	Sh. Prabhjot Kaur	Guide-cum-Clerk	21863/-	--	--
14	Ms.Sukhvir Kaur ,	Guide-cum-Clerk	21863/-	--	--
15	Sh. Sukhwinder Singh	Guide-cum-Clerk	21863/-	--	--
16	Ms. Anita Rani	Guide-cum-Clerk	21863/-	--	--
17	Sh. Tarundeep Singh	Guide-cum-Clerk	21863/-	--	--
18	Sh. Jaspal Singh	Peon	15003/-	--	--
19	Sh. Vishal	Peon	15003/-	--	--
20	Ms.Manjit Kaur	Peon	15003/-	--	--
21	Sh. Sumit Kumar	Peon	15003/-	--	--
22	Sh. Ram Sharan	Sweeper	15003/-	--	--
23	Sh. Vishvajeet	Chowkidar	15003/-	--	--
24	Sh. Manjit Singh	Chowkidar	15003/-	--	--
25	Sh. Vinod Kumar	Sweeper	15003/-	--	--
26	Sh. Harpreet Singh	Peon	15003/-	--	--
27	Sh. Sahil	Peon	15003/-	--	--
28	Sh. Anoop Josaf	Sweeper (Part Time 2 hr)	3146/-	--	--
29	Sh. Gyain Singh	-do-	3146/-	--	--
30	Sh. Rajiv Kumar	-do-	3146/-	--	--
31	Sh. Amar Chand	-do-	3146/-	--	--

2.1 (i) **Total Budget for the Public Authority:**

Major Head 3452 Tourism

Demand No. 28 Tourism

Non-Plan and Plan

(Rs. in Thousands)

Major Head	Expenditure 2017-18	Revised Estimate 2018-19	Budget Estimate 2019-20
3452 Tourism Non-plan	2,10,79	2,54,58	2,70,38
3452 Tourism Plan	1,73,13	2,70,00	5,01,00
5452-Capital outlay on Tourism (plan)	50,14,41	95,92,16	2,22,82,54

Annexure-J

List of completed schemes/ projects/Programmes/Annual Report

16th Manual: Names, designations and other particulars of public information officers

**1.10 (i) (ii) Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority
Address, telephone numbers and email ID of each designated official**

Sr. no	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Sh.Malwinder Singh Jaggi, IAS	Director Administration	Archaeology Bhawan Plot No.3, Sector38-A, Chandigarh	0172-2694889	9780039112	2694889	directorcultural@yhoo.com
1)	Smt. Satwinder Kaur (Public Information Officer)	Superintendent Grade II Administrative	Directorate of Tourism Department Punjab, Plot no.03, Sector 38-A, Chandigarh	0172-2699140	8054001071	2699140	Skdecember26@gmail.com
2)	Sh. Rajesh Verma (Assistant Public Information Officer)	Senior Assistant	Directorate of Tourism Department Punjab, Plot no.03, Sector 38-A, Chandigarh	0172-2699140	9872707307	2699140	Sa2.dot@punjab.gov.in

4.5 (ii),(iii) Details of applications received under RTI and information provided:

Branch	Year	Application Received	Information Provided	Pending	Total
TA	2017-18	21	21	Nil	-
	2018-19	10	10	Nil	-
EA	2017-18	03	03	Nil	-
	2018-19	4	04	Nil	-
SK	2018-19	01	01	Nil	-

Year 2017-18 (TA+EA) (21+03)=24

Year 2018-19 (TA+EA+SK) (10+04+01)=15

ANNEXURE-II

Information regarding Foreign and Domestic Tours by Ministers and Officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department

a) Foreign Tours

Places Visited	Period of Visit	Number of members in the official delegation	Expenditure on the visit (Amount in Rs.)	Remarks
United Kingdom (Manchester, Glasgow & Dublin) to attend road shows organized by Ministry of Tourism, Govt. of India	15-21 Sept 2019	2 Members S.Charanjit Singh Channi, Tourism Minister Punjab and one official from Punjab Heritage and Tourism Promotion Board	Rs. 11.18 Lakhs	Amount includes Participation Fees, Visa Fees, Air Travel Charges, Hotel Stay Charges & Misc. expenses

b) Domestic Tours

Places Visited	Period of Visit	Number of members in the official delegation	Expenditure on the visit(Amount in Rs.)
Mumbai	6-4-2019 to 8-4-2019	Vikas Pratap, IAS Principal Secretary Tourism	64005/-
Chandigarh Delhi Chandigarh	10-4-2019	Vikas Pratap, IAS Principal Secretary Tourism	14838/-

Places Visited	Period of Visit	Number of members in the official delegation	Expenditure on the visit(Amount in Rs.)
Amritsar	12-4-2019 14-4-2019	Vikas Pratap, IAS Principal Secretary Tourism	14031/-
Amritsar-Delhi- Chandigarh	14-4-2019 to 15-4-2019	Vikas Pratap, IAS Principal Secretary Tourism	32929/-
Chandigarh Delhi Chandigarh	1-5-2019	Vikas Pratap, IAS Principal Secretary Tourism	15254/-
Chandigarh - Delhi - Ahmedabad - Delhi –Chandigarh	1-5-2019 to 2-5-2019	Malwinder Singh Jaggi, IAS Chief Executive Officer	36838/-
Chandigarh -Delhi	10-5-2019	Vikas Pratap, IAS Principal Secretary Tourism	7450/-
Chandigarh -Delhi	17-5-2019	Malwinder Singh Jaggi, IAS Chief Executive Officer	4912/- (Air Ticket)
Delhi -Chandigarh	17-5-2019	Malwinder Singh Jaggi, IAS Chief Executive Officer	5583/- (Air Ticket)
Chandigarh -Kullu - Chandigarh	21-6-2019	S. Charajit Singh Channi, Tourism & Cultural Affairs Minister & Sh.Vikas Pratap, IAS Principal Secretary Tourism	55,521/-
Kolkata	28 June – 30 June 2019	3 Members Vikas Pratap, IAS Principal Secretary Tourism & 2 officials from Punjab Heritage and Tourism Promotion Board	58,639/-

Places Visited	Period of Visit	Number of members in the official delegation	Expenditure on the visit(Amount in Rs.)
Chandigarh – Delhi – Chandigarh	18-7-2019	3 Members Tourism Minister Punjab, Principal Secretary Tourism & Chief Executive Officer, PHTPB	84,710/-
Chandigarh – Delhi and back	19-8-2019 to 21-8-2019	S. Charajit Singh Channi, Tourism & Cultural Affairs Minister	41,298/-
Chandigarh – Delhi-Chandigarh	5-9-2019 to 6-9-2019	Vikas Pratap, IAS Principal Secretary Tourism	31,566/-
Chandigarh- Delhi- Ajmer – Delhi- Chandigarh	7-9-2019 to 8-9-2019	3 Members Tourism Minister Punjab, Principal Secretary Tourism & One Official from Pb. Heritage and Tourism Promotion Board	98,368/-
Amritsar	23-11-2019 24-11-2019	Vikas Pratap, IAS Principal Secretary Tourism	11,210/-
Chandigarh – Delhi-Chandigarh	18-12-2019	Vikas Pratap, IAS Principal Secretary Tourism	30,566/-
Delhi	3-1-2020 to 4-1-2020	Malwinder Singh Jaggi, IAS Chief Executive Officer	4,704/-
Delhi	4-1-2020 to 6-1-2020	Principal Secretary Tourism Sh. Hussan Lal, IAS	11,495/-
Chandigarh- Delhi-Chandigarh	15-1-2020	Malwinder Singh Jaggi, IAS Chief Executive Officer	6,076/-
Delhi	23-1-2020 to	S. Charajit Singh Channi,	19,868/-

Places Visited	Period of Visit	Number of members in the official delegation	Expenditure on the visit(Amount in Rs.)
	25-1-2020	Tourism & Cultural Affairs Minister	
Chandigarh- Delhi-Bombay	2-2-2020 to 6-2-2020	Malwinder Singh Jaggi, IAS Chief Executive Officer	21,516/-
Chandigarh – Shimla	21-2-2020 to 22-2-2020	3 Members Principal Secretary Tourism Sh. Hussan Lal, IAS Malwinder Singh Jaggi, IAS Chief Executive Officer & One Official from PHTPB	9540/-
Shimla Chandigarh	22-2-2020	Principal Secretary Tourism Sh. Hussan Lal, IAS, Malwinder Singh Jaggi, IAS Chief Executive Officer	6,360/-
Chandigarh Delhi	26-2-2020	S. Charajit Singh Channi, Tourism & Cultural Affairs Minister	430/-
Delhi	26-02-2020 to 27-02-2020	S. Charajit Singh Channi, Tourism & Cultural Affairs Minister	8489/-

Department of Tourism

Budget Provided by the State Govt. and expenditure thereof during the F.Y. 2019-20

		2019-20					
		Budget Allocation 2019-20		Total Allocation 2019-20	Expenditure incurred 2019-20 (As on 28.5.19)		Total Expenditure incurred 2019-20
Sr. No.	Name of the Scheme	SS	CS		SS	CS	
1	12 TM 6/TM 1.7CS-Promotion &Publicity of tourism Holding of Events &Fairs(50:50)	25.00	25.00	50.00	0.00		0.00
2	(TM-08) 15 TM9/TM.1.7/ C.S2 Creation of brand image and publicity promotional campaigns through print and electronic media organization of road show and development of interactive website. (100% State Share)	225.00	0.00	225.00	0.00	0.00	0.00
3	CS(TM)14 02 Development and Promotion of Tourist through Information Technology in the State-01- setting up of Information Desk in Amritsar (50:50 Centre: State)	0.00	0.00	0.00	0.00	0.00	0.00
4	03TM.17 setting up of Multi-Disciplinary Project on Holy Bein (100% State Share)	0.00	0.00	0.00	0.00	0.00	0.00
5	(TM-07) 06TM.18 Development of Tourism Infrastructure with Aid from ADB (ADB 70:30 State)	8718.79	3736.623	12455.41	1475.00	4249.43	5724.43
6	08 Infrastructure Development for Destinations and Circuits (100% State share)	0.00	0.00	0.00	0.00	0.00	0.00
7	09- Renovation of Restaurants/Tourist Information Centres/Tourist Destinations and Tourist Circuits etc. (100% State Share)	0.00	0.00	0.00	0.00	0.00	0.00
8	01-Investment in Punjab Tourism State Development Corporation (100% State Share)	0.00	0.00	0.00	0.00	0.00	0.00
9	TM 16 Preparation of Project Reports	0.00	0.00	0.00	0.00	0.00	0.00
10	01- Integrated development of Heritage Circuits in Punjab Under Swadesh darshan Scheme (100% Centre share)	0.00	0.00	0.00	0.00	0.00	0.00
11	TM 16 25-Creation of Corpus fund for District Level Tourism and Heritage Promotion Societies	0.00	0.00	0.00	0.00	0.00	0.00
11	TM 21 Construction of Ropeway between Sri Anandpur Sahib and Naina Devi ji	100.00	0.00	100.00	50.00	0.00	50.00
Total		9068.79	3761.62	12830.41	1525.00	4249.43	5774.43

