

## **RTI 4.1. B**

### **1. PARTICULARS OF ORGANISATIONS, FUNCTIONS AND DUTIES**

#### **THE ORGANISATION**

The Department of Tourism is the nodal agency for the formulation of policies and programs and for the co-ordination of activities of various Central Government Agencies, State Governments/UTs and the Private Sector for the development and promotion of tourism in the state of Jharkhand. This Department is headed by a Cabinet Minister of the State of Jharkhand.

The administrative head of the Department is the Secretary (Tourism). The office of the Director of Tourism, Jharkhand provides executive directions for the implementation of various policies and programs. Under the Directorate of Tourism, there are some Tourist Information Centers (TIC) across the country which are primarily responsible for providing information service to tourists. The list of the TICs is as follows:-

TIC Kolkata, TIC Delhi, TIC Mumbai, TIC Ahmadabad, TIC Dhanbad, TIC Deohar, TIC Hazaribagh, TIC Ranchi Railway Station and TIC Ranchi Airport.

The Department of Tourism has under its charge a public sector undertaking, the Jharkhand Tourism Development Corporation. The Institute of Hotel Management, Brambey, Ranchi, after commencement, will be the Autonomous institution under the charge of the Department

#### **Role and Functions of the Department of Tourism**

The Department of Tourism functions as the nodal agency for the development of tourism in the state. It plays a crucial role in coordinating and supplementing the efforts of the State/Union Territory Governments, catalyzing private investment, strengthening promotional and marketing efforts and in providing trained manpower resources. The functions of the Department in this regard mainly consist of the following:

➤ **All Policy Matters, including:**

- Development Policies.
- Incentives.
- External Assistance.
- Manpower Development.
- Promotion & Marketing.
- Investment Facilitation.

➤ **Planning.**

➤ **Co-ordination with other Departments, State/UT Governments, Ministries of Tourism, GoI.**

➤ **Infrastructure & Product Development.**

- **Way Side Amenity, Hotels, Tourist Complex, Tourist Information center, Multipurpose Hall, Tourist convenience complex, Amusement Park, Theme Park, Beautification of Tourist Places (including Spiritual, Historical places ) etc.**
- **Development of Hotel Industry in Jharkhand**
- **Registration of Hotels/Motels**

- **Human Resource Development**
  - Providing training in Hospitality and Housekeeping under "Hunar se Rojgar Tak" Scheme
  - Registration to tour and travel operators
- **Publicity & Marketing of Tourism Products (Tourist Places in Jharkhand)**
- **Publication of tourism literature**
- **Legislation and Parliamentary Work**
- **Establishment matters of the department and offices under it.**
- **Budget co-ordination and related matters.**
- **Plan-coordination and monitoring.**
- **Operation of Inspection houses/Guest houses of the state Government**
- **Administrative charge of all the properties under the control of the department.**
- **Development of infrastructure in tourists Places**
- **Tourist security**
- **Monitoring of Plan Projects and assisting in the Plan formulation**
- **Regulation:**
  - Registration and Approval and classification of hotels and restaurants.
  - Registration and Approval of travel agents, tour operators and tourist transport operators, etc.
  - Notify tourist places of interest
- **Establishment matters of Directorate of Tourism**

**The Directorate of Tourism is responsible for the following functions:**

- (i) Assistance in the formulation of policies
- (ii) Monitoring of plan projects and assisting in the plan formulation
- (iii) Co-ordinating the activities of the Tics/field offices and their supervision
- (iv) Regulation:
  - a. Registration and Approval and classification of hotels, restaurants, Bed & Breakfast units
  - b. Registration and Approval of Travel Agents, Tour Operators and Tourist Transport Operators, etc.
- (v) Execution of Infrastructure Development:
  - a. Tourist facilitation and information
  - b. Field publicity, promotion & marketing of tourism
  - c. Hospitality and House keeping programmes
- (vi) Publicity & Marketing:
  - a. Policy
  - b. Strategies
  - c. Coordination
  - d. Supervision
- (vii) Assistance for Parliamentary Work
- (viii) Establishment matters of the Directorate of Tourism

## **2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

The powers and duties of the officers and employees of the department are governed in terms of instructions contained in the various service rules i.e. Jharkhand Finance Rules, Jharkhand Service Code, Secretariat Manual, Jharkhand Treasury Code, Budget Manual, Rules of Executive Business and Order & Guidelines

issued time to time by the government. The Secretary/Additional Secretary/Jt. Secretary/ Director of the Department of Tourism are mainly entrusted with the responsibility of Policy/Plan/Scheme Formulation relating to tourism matters and Secretariat work. The Director /Dy. Director /Asst. Directors of Department of Tourism are entrusted with duty of promotion and publicity of tourism in India and abroad, Execution of the plan/scheme/policy formulated by the department etc

**3. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

In the discharge of duties and in the decision making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken from the level of Deputy Secretary/ Director to the Minister of Tourism Usually, decision on policy issues and Parliament related issues are taken at the level of the Minister of Tourism and on other issues taken within the General Rules and guidelines of the Government of Jharkhand as outlined in various manuals for financial and administrative functioning, which are common to all the Jharkhand governments department.

**4. NORMS FOR THE DISCHARGE OF FUNCTIONS**

The procedure/instructions contained in the Secretariat Manual issued by the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand for timely disposal of receipts/cases are being followed in the Department of Tourism.

**5. RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS**

The following Rules and regulations are in place:-

- I. Rules for identification of notified tourist places.
- II. Rules for State Festivals
- III. Baba Baidhyanath Dham, Basukinath Shrine area development authority act, 2015
- IV. Tourist place (Protection & Maintenance) act, 2015
- V. Jharkhand Tourist Trade & Registration Act, 2015
- VI. As regards other service matters, the Department follows rules/instructions/orders issued by the respective nodal Departments of the Government of Jharkhand. All rules regulating the service conditions of the employees are also being followed.
- VII. Besides, the Department maintains, where necessary, guidelines specific to schemes.

**6. STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY THE DEPARTMENT OR UNDER ITS CONTROL**

The office holds files and documents related to its functioning along with references and correspondence. Besides, Annual Report of the department and Brochures giving information about various destinations are kept by the Department and Directorate respectively.

**7. PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF**

**Formulation of Policy**

S.No.	Subject / Topic	Arrangements for seeking public participation
1.	Jharkhand Tourism Policy	District Tourism Promotion committee and State tourism promotion committee advise the department in formulation of tourism policy. Advise of Other departments of the Jharkhand Government/ stakeholders in the tourism sector/the industry associations also obtained while formulation tourism policy. The Jharkhand Tourism Policy was formulated in 2015 and was finalized after circulation of the draft policy amongst the stakeholders in the tourism sector, the private sector, the industry associations, State Governments Departments.

**Implementation of Policy**

S.No.	Subject / Topic	Arrangements for seeking public participation
1.	Jharkhand Tourism Policy	The Tourism Policy sets up a framework that will allow various stakeholders to fully develop the tourism potential and to harness this to the national development priorities of economic growth and employment generation.

**8. STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE DEPARTMENT**

S. No.	Name of Boards/ Councils/ Committees/ Other bodies	Types	Structure of the committee	Whether Minutes of meetings are accessible for public (Yes/No)
1	District Tourism Promotion Committee	Advisory	<a href="#">Structure</a>	Yes (May be Through District website)
2	State Tourism Promotion Committee	Advisory	<a href="#">Structure</a>	Yes (Through Departmental Website)
3	Jharkhand Tourism Development Board	Advisory	<a href="#">Structure</a>	Yes (Through Departmental Website)

## 9. DIRECTORY OF OFFICERS AND EMPLOYEES

### THE DIRECTORY OF OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF TOURISM

Name	Designation	Office	Office Email
Amar Kr Bauri	Minister	0651-2401672	
Manish Ranjan, IAS	Secretary	0651-2400981	govjharkhandtourism@gmail.com
Iqbal Alam Ansari, IAS	Additional Secretary	0651-2401853	govjharkhandtourism@gmail.com
Vidyanand Sharma "Pankaj"	Deputy Secretary	0651-2401853	govjharkhandtourism@gmail.com
Lala Randhir Kumar	Under Secretary	0651-2401853	govjharkhandtourism@gmail.com
Sampat Kumar Singh	Under Secretary	0651-2401853	govjharkhandtourism@gmail.com
Ved Ratna Mohan	Under Secretary	0651-2401853	govjharkhandtourism@gmail.com
Vijay Kumar	PS to Secretary	0651-2400981	govjharkhandtourism@gmail.com
Brajesh Kumar	Assistant Section Officer	0651-2401853	govjharkhandtourism@gmail.com
Md. Tasneem Zeya	Assistant Section Officer	0651-2401853	govjharkhandtourism@gmail.com
Rimjhim	Assistant Section Officer	0651-2401853	govjharkhandtourism@gmail.com
Vivek Kumar Singh	Assistant Section Officer	0651-2401853	govjharkhandtourism@gmail.com
<b>Tourism Directorate</b>			
Name	Designation	Office	Office E-mail
Sanjeev Kumar Besra, IAS	Director	0651-2400493	dirjharkhandtourism@gmail.com
Rajiv Ranjan	Joint Director	0651-2400493	dirjharkhandtourism@gmail.com
Ajay Prasad Sah	Section Officer	0651-2400493	dirjharkhandtourism@gmail.com
Ashok Kumar Rajak	Section Officer	0651-2400493	dirjharkhandtourism@gmail.com
Siddhartha Sankar Besra	Assistant Section Officer	0651-2400493	dirjharkhandtourism@gmail.com
Shashi Kant	Assistant Section Officer	0651-2400493	dirjharkhandtourism@gmail.com
Arun Kumar	Assistant Section Officer	0651-2400493	dirjharkhandtourism@gmail.com
Kapil Muni Upadhyay	Assistant Section Officer	0651-2400493	dirjharkhandtourism@gmail.com

**10. MONTHLY REMUNERATION RECEIVED BY EACH OF THE DEPARTMENT'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

STATEMENT SHOWING THE PAY SCALES OF OFFICERS AND EMPLOYEES WORKING IN THE DEPARTMENT

Sl. No.	Name	Designation
1.	Manish Kumar Ranjan, IAS	Secretary
2.	Iqbal Alam Ansari, IAS	Additional Secretary
3.	Vidyanand Sharma "Pankaj"	Deputy Secretary
4.	Lala Randhir Kumar	Under Secretary
5.	Sampat Kumar Singh	Under Secretary
5.	Ved Ratan Mohan	Under Secretary
6.	Vijay Kumar	Private Secretary
7.	MD Tasneem Jaya	Assistant Section Officer
8.	Brajesh Kumar	Assistant Section Officer
9.	Rimjhim	Assistant Section Officer
10.	Manish Kumar Tarway	Assistant Section Officer
11.	Sanjay Ram	Upper Division Clerk
12.	Sandeep Kumar Shrivastava	Computer Operator (Contract)
13.	Sharmistha Adhya	Computer Operator (Contract)
14.	MD Azad Ansari	Driver (Contract)
15.	Madhu Kumari	Peon (Contract)

16.	Sanjay Kumar	Peon (Contract)
17.	Pawan Kumar	Peon (Contract)
18.	Anju Devi	Peon (Voucher)
19.	Bimla Purti	Peon (Voucher)

**Directorate of Tourism, Jharkhand, Ranchi**

Sl. No.	Name	Designation
1	2	3
1-	Dr. Sanjeev Kumar Besra, IAS	Director
2-	Sri Rajiv Ranjan	Joint Director
3-	Sri Ajay Prasad Sah	Section Officer
	Sri Ashok Kumar Rajak	Section Officer
4-	Sri Arun Kumar	Assistant Section Officer
5-	Sri Kapil Muni Upadhyay	Assistant Section Officer
6-	Md. Sarfarazul Haque	Assistant Section Officer
7-	Sri Shashikant	Assistant Section Officer
8-	Sri Siddhartha Sankar Besra	Assistant Section Officer
9-	Sri Lakhan Kumar	UDC
10-	Sri Sachin Kumar	LDC
11-	Sri Daya Ram	Orderly
12-	Sri Upendra Kumar	Orderly
13-	Sri Dharwa Oraon	Orderly
14-	Sri Punni Nayak	Orderly
15-	Md. Sakir	Orderly
16-	Sri Chot Kumar Gupta	Orderly
17-	Sri Bindeshwari Rajak	Orderly
18-	Mrs. Rajni Devi	Orderly
19-	Avinash Dahanga	Computer Operator (Voucher)

20-	Poonam Kachhap	Computer Operator (Voucher)
21	Kumar Shashikant	Computer Operator (Voucher)
22	Jitendra Ram	Computer Operator (Voucher)
23	Manish Kumar	Computer Operator (Voucher)
24	Baleshwar Bhagat	Bill Clerk (Voucher)
25	Chandan Kumar Singh	Driver (Voucher)
26	Bhim Kumar	Driver (Voucher)
27	Dhiraj Oraon	Driver (Voucher)
28	Smt.Sonia Devi	Orderly (Voucher)
29	Md. Tazir	Orderly (Voucher)
30	Sonu Kumar	Orderly (Voucher)
31	Mukta Devi	Orderly (Voucher)
32	Md. Afroj Alam	Driver (Voucher)
33	Sri Amit Gayan Sona	Orderly (Voucher)
34	Sri Ram Bhusan Kumar	Orderly (Voucher)
35	Maricho Kumari	Orderly (Voucher)



**11. BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)**

SL. No.	Name of Schemes	Annual Plan (Rs in crore)	Outlay Earmarked for Tribal Area (Rs in crore)
1.	Fair/Festival/Exhibition	6.00	3.50
2.	Tourism Publicity etc	10.00	7.00
3.	Training & skill development etc	2.00	1.20
4.	Computerization & Modernization	0.10	0.10
5.	Management and Cleanliness of Tourist Places	3.00	1.50
6.	Strengthening, Maintenance, Running etc. of Tourist Information Centre	0.50	0.30
7.	Grants-in-aid to Institute of Hotel Management, Food Craft Institute, Jharkhand Adventure Tourism Institute for adventure activities etc, Various Tourism Development Authority, Baba Baidynath Dham- Basukinath Shrine area development Authority etc.	13.80	1.80
8.	Financial Assistance to Jharkhand Tourism Development Corporation for Management, Cleanliness, Creation, Up gradation, Publicity, Maintenance and renovation of existing Properties etc.	2.00	1.50
9.	Providing tour facility to poor family of the state in the tour package form for visiting tourist/religious places inside the state & outside the state (within India).	3.00	1.50
10.	Integrated Development of Tourist Scheme, Land Acquisition, Route Facilities, Tourist Information Centres, Adventure Tourism etc.(Old)	35.60	3.00
11.	Integrated Development of Tourist Scheme, Land Acquisition, Route Facilities, Tourist Information Centres, Adventure Tourism etc. (New)	27.00	10.00
12.	Integrated development of Various tourism Circuit	48.00	14.00
13.	Consultancy, security and other service	8.00	4.00
14.	Incentives under State Policy	1.00	0.90

For report regarding allotment of funds to agencies [Click Here](#)

**12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

There is no subsidy programme linked with the department.

**13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE DEPARTMENT**

There is no concessions, permits or authorizations granted by the department till now.

**14. INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

[Budget Allocation Report](#), [Sanction orders](#), [Allotment orders](#), [Annual Report](#), [Jharkhand Tourism Policy 2015](#), [Jharkhand Tourist Place \(Protection and Maintenance\) Act 2015](#), [Jharkhand Tourist Trade and Registration act 2015](#), [Baba Baidhyanath Dham, Basukinath Shrine area development authority act, 2015](#), [Recruitment rules](#), [Rules for identification of notified tourist places](#). [Rules for Sate Festivals](#).

**15. PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

Booklet of Jharkhand Tourism Policy 2015, Annual Report and Brochures describing various destinations can be obtained from the department/Directorate on availability in sufficient numbers during office hour.

**16. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

For Names, Designations and other Particulars of the Public Information Officer of the Department go through the notification below

**[NOTIFICATION](#)**

For Names, Designations and other Particulars of the First Appellate Authority of the Department go through the notification below

**[NOTIFICATION](#)**

**17. OTHER USEFUL INFORMATION**

➤ ***The Department of Tourism is in the process to accords the following recognition:-***

- Recognition as approved travel agent.
- Recognition as approved tour operators.
- Recognition as approved tourist transport operators.
- Recognition as approved adventure tour operators.

☞ The rules for above recognition are under process of formulation.

➤ ***Keeping in view the basic principles and guidelines of the Tourism Policy, the Department has been broadly implementing the following schemes/programmes during 2016-17***

- ✓ Tourism Publicity etc
- ✓ Training & skill development etc
- ✓ Computerization & Modernization
- ✓ Strengthening, Maintenance, Running etc. of Tourist Information Centre
- ✓ Grants-in-aid to Institute of Hotel Management, Food Craft Institute, Jharkhand Adventure Tourism Institute.
- ✓ Management Subsidy, Incentive, grants-in-aid, expenses etc.
- ✓ Financial Assistance to Jharkhand Tourism Development Corporation for Management, Cleanliness, Creation, Up gradation, Publicity etc. of Tourism facilities and providing tour facility to poor family of the state in the tour package form for visiting tourist/religious places inside the state & outside the state (within India).
- ✓ Integrated Development of various Tourist circuits and destinations etc/ Dvp. of religious tourism/ Dvp. of heritage tourism/ Dvp. of rural tourism/ Dvp. of mining tourism/ out sourcing as a tool for providing tourist services/up gradation of hotels, tourist complex, tourist information centres and tourist spots etc/land acquisition, purchase, transfer / TIC / JATI / way side amenities (Old)
- ✓ Integrated Development of various Tourist circuits and destinations etc/ Dvp. of religious tourism/ Dvp. of heritage tourism/ Dvp. of rural tourism/ Dvp. of mining tourism/ out sourcing as a tool for providing tourist services/up gradation of hotels, tourist complex, tourist information centres and tourist spots etc/land acquisition and land transfer of land for development of tourist places.
- ✓ Consultancy, security and other services
- ✓ Share Capital to JTDC
- ✓ Incentives under State Policy

➤ ***The following corporation/authorities are working under the Department .***

- ✓ Jharkhand Tourism Development Corporation.
- ✓ Baba Baidhyanath Dham-Bashukinath Shrine Area Development Authority.
- ✓ [Rajrappa Tourism Development Authority.](#)
- ✓ [Parasnath Tourism Development Authority.](#)

## [DOWNLOAD RTI APPLICATION AND HOW TO APPLY](#)

### “RTI- HOW TO APPLY FOR INFORMATION UNDER RTI ACT, 2005”

#### 1. Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the **Public Information Officer**, preferably in the **application format**, in writing or through electronic means.

#### 2. Application Fee

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favour of Public Information Officer, Department of Tourism, payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:-

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque/Indian Postal Order drawn in favour of Public Information officer, Department of Tourism, payable at local office where the application is submitted. Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

#### 3. Additional Fee

In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act. In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

- a. For each page (in A-4 or A-3 size paper) created or copied. Rs. 2/- per page
- b. For a copy in larger size paper Actual charge or cost price
- c. For samples or models Actual cost or price
- d. For inspection of records No fee for the first hour; Rs. 5/hr. thereafter Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates:-
  - a. For information provided in diskette of floppy Rs. 50/- (Rupees fifty only) per diskette or floppy
  - b. For information provided in printed form At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication. The mode of payment of above mentioned additional fees shall be the same as application fee.

#### 4. Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, refer an appeal to the Department's Appellate Authority.

**APPLICATION FORMAT  
FOR INFORMATION UNDER RTI ACT 2005**

To

**Public Information Officer**

Department of Tourism,  
Government of Jharkhand,  
2<sup>nd</sup> Floor, FFP Building,  
Dhurwa, Ranchi, Jharkhand- 834004

1. Full Name of the Applicant (in capital letters) \_\_\_\_\_
2. Father's /Husband Name ( in capital letters) \_\_\_\_\_
3. Complete address \_\_\_\_\_  
Pin code \_\_\_\_\_
4. Telephone No. Office \_\_\_\_\_ Res. \_\_\_\_\_ Mobile \_\_\_\_\_
5. Whether belong to BPL category (if yes, please attach a copy of the BPL/Antyodaya ration card (please tick)  
Yes \_\_\_\_\_ No \_\_\_\_\_ to claim waiver of the application fee)
6. Details of Application Fee/Addl. Fee:- (Application Fee – Rs. 10/-., Addl. Fee - @ Rs.2/- per page for A-4  
Size paper created or copied, by cash, DD/BC/IPO to be drawn in favour of Pay & Account Office, Ministry of  
Tourism, Payable at the office where application is submitted)  
  
Cash  
Receipt/DD/Bankers  
Cheque / IPO No.  
Date Name of the issuing  
Bank/Authority  
Amount(Rs.)
7. Particulars of information required (please enclose separate sheet, if required, indicating specific detail of  
information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.)

**DECLARATION**

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my knowledge it pertains to your office.

Place: \_\_\_\_\_

Date: \_\_\_\_\_