

## SECTION-WISE FUNCTIONING OF DEPARTMENT

### **Director Tourism, Head of the Department**

The Directorate is headed by Director Tourism, who is major head of the department. He exercises the administrative and the financial control over the whole province and assisted by Joint Director Tourism (Adm.), Deputy Director (Pub.), Deputy Director Registration, Deputy Director (Plng.), Deputy Director (M&W) and Accounts officer. The important tourist destinations like Katra, Shivkhori, Batote, Patnitop, Kud, Bhaderwah, Kishtwar, Rajouri are headed by Assistant Directors/Tourist officers. All these officers are assisted by day to day working in this Directorate.

### **The particulars of the Personal section of Director Tourism are as under:-**

01.	The particulars of section, functions and duties.	<p>The Personal Section worked under the overall supervision and control of Director Tourism, Jammu. The Section consist of the following Staff with duties assigned to them:-</p> <ul style="list-style-type: none"><li>i. <u>Mr. Kamal Gupta, PA to Director Tourism</u><ul style="list-style-type: none"><li>a. PR/liasoning with different Government Departments/Private agencies for conduct of meetings, appointments, fair, festivals etc. in a successful manner.</li><li>b. Take dictation/ministerial work as assigned by DTJ from time to time.</li><li>c. Perusal of files sent to DTJ for sanction/approval.</li><li>d. Looking towards hospitality of DTJ's guests.</li></ul></li><li>ii. <u>Ms. Bholi Devi, Jr. Assistant</u><ul style="list-style-type: none"><li>a. Record keeper.</li><li>b. Typing/computer work of Personal Section.</li><li>c. Operation of fax machine.</li><li>d. Receipt/dispatch of correspondence/letter of DTJ.</li><li>e. Issuance of Railway Quota.</li></ul></li><li>iii. <u>Mr. Raj Singh, Photostat Operator</u><ul style="list-style-type: none"><li>a. Photostat Operator of the Directorate.</li><li>b. Also entrusted job of spiral binding.</li><li>c. Attend work of DTJ.</li></ul></li><li>iv. <u>Mr. Swarn Singh, Orderly.</u><ul style="list-style-type: none"><li>a. Dak runner of the Directorate.</li><li>b. Shuttle to Civil Secretariat/Government offices/private agencies for delivery of urgent</li></ul></li></ul>
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		<p>nature of correspondence/dak.</p> <p>c. Attend work of DTJ.</p> <p>v. <u>Mr. Subash Kumar, Orderly.</u></p> <p>a. Attend work assigned by Director Tourism.</p> <p>b. Performing duties as assigned to a Khansama.</p>
2.	The powers and duties of employees in a particular section.	As mentioned in 01 above.
3.	The procedure followed in the decision making process, including channels of supervision and accountability.	The instructions given by the chair (DTJ) have been followed in letter and spirit.
4.	The norms set for the discharge of its functions.	The duties are performed strictly as per job chart assigned by the authority.
5.	The rules, regulations instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	Maintain record of 75 files.
6.	A statement of the categories of documents that are held by it or under its control.	As per list enclosed(Annexure-A)
7.	Details in respect of the information, available to or held by it, reduced in an electronic form.	As mentioned in point no's 1 & 5 respectively.

### Functioning of Joint Director Tourism, Jammu

Joint Director (Adm.) provides assistance to Director in all the administrative matters. The assistance is provide on the issues pertaining to establishment, legal and matters including disciplinary proceedings, complaints and other issues related to Administrative as per detail given below:-

1. Administration Section.
2. Legal Section.
3. Vigilance Section.
4. J&K Right to Information Act.
5. Outsourcing of Tourism Assets.
6. Grievance Section (CMs Grievance Cell communication).

7. Coordination
8. Library.
9. Special assignments.

#### **Functioning of Dy. Director Tourism (Publicity/Adventure), Jammu**

Dy. Director Tourism (Publicity/Adventure) assists Director Tourism, Jammu in all publicity matters; Rural Tourism issues regarding matters of all development authorities of the region/ Formulation of tourism policies and services/mountoring of tourist movement of Jammu region as per detail given below:

1. Marketing /Publicity Fair and Festivals, Events.
2. Adventure/Golf Tourism
3. Public Relations and Media Management.
4. Transport Section.

#### **Functioning of Deputy Director Tourism Registration, Jammu**

Deputy Director Tourism deals with the registration of new Tourism units and renewal of existing Tourism units under Tourist Trade Act, to oversee the implementation of tourist Trade Act as per detail given below:

1. Estates Section
2. Land Acquisition Cases
3. Stores /Purchase and Procurement Section (In-coordination with Accounts Officer)
4. Prescribed Authority, Jammu Distt. (SRO-460)

#### **Functioning of Deputy Director Tourism, (Planning) Jammu**

Deputy Director Tourism (Planning) deals with the planning apparatus which includes formulation of plan and proposals for seeking Financial Assistance from Ministry of Tourism, Government of India at provincial level, and its submission to Administrative Deptt. for obtaining of approval of the planning and Development Department and Ministry of Tourism, Government of India. He monitors all the schemes being implemented in the field and provides necessary assistance to the Director in effective implementation of the scheme under the control of the department. The officer also deals with cases related to Incentives, subsidy and figures related to Tourist arrival as per detail given below:

1. State Plan formulation and monitoring.
2. Preparation and submission of monthly, quarterly and annual returns under various schemes/projects.

3. Monitoring/follow up of the projects sanctioned by the MOT, GOI under various schemes (Rural Tourism/PIDDC under CFA/Projects under PMRP/STF).
4. Submission of UCs under various Centrally Sponsored Schemes.
5. Tourism Incentives.
6. Maintenance of Statistical Data.
7. Task Force constituted vide Govt. Order No. 1042-GAD of 2008 dated: 29-07-2008.

The particulars of the planning Department are as under

S.No	Particulars	Remarks
1.	The particular of the section, functions and duties	The section is headed by Dy. Director Tourism (PD&MD), Jammu assisted by:- i) Statistical Officer ii) Statistical Assistant iii) Jr. Assistant/Computer Operator iv) Record Keeper Regarding function and duties refer Order No. 207 PD of 2016 dated 29.04.2016 at Annexure 'A'.
2.	The powers and duties of employees in a particular section	To assist the Director Tourism to formulate the CAPEX Budget and release of funds under CAPEX Budget & CFA (CSS).
3.	The norms set for the discharge of its functions	To assist the Director Tourism to formulate the CAPEX Budget and release of funds under CAPEX Budget & CFA (CSS).
4.	The rules, regulations. Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	All records pertaining to formulation of CAPEX Budget and release of funds. Preparation of monthly progress reports and statistical returns under CAPEX Budget & CFA (PIDDC , Rural Tourism Scheme & Hunnar-Se-Rozgar Tak)
5.	A statement of the categories of documents that are held by it or under its control	All records pertaining to formulation of CAPEX Budget and release of funds. Preparation of monthly progress reports and statistical returns under CAPEX Budget & CFA (PIDDC , Rural Tourism Scheme & Hunnar-Se-Rozgar Tak) as per Annexure 'B, C, D, E, F, G & H'
6.	Details in respect of the information,	Information in respect of Plan Formulation

	available to or held by it, reduced in an electronic form	and release of funds under CAPEX Budget & CFA (PIDDC , Rural Tourism Scheme & Hunnar-Se-Rozgar Tak) as per Annexure 'B, C, D, E, F, G & H'.
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### **Functioning of Deputy Director Tourism, (M&W) Jammu**

Deputy Director Tourism (M&W) deals in execution of Tourism related work and is assisted by Asstt. Executive Engineers Civil and Electric. He is also responsible to ensure maintenance of assets of Tourism Department in Jammu province.

### **Functioning of Accounts Officer**

Accounts officer provides assistance in field of financial / Accounts matters. He is also the drawing and disbursing officer of the Directorate. He also formulates budget and monitors the Non Plan budget as per detail given below:-

1. Preparation and monitoring of Non-Plan Budget.
2. Audit (Internal & External)
3. Physical verification of store /stock items.
4. Submission of monthly, quarterly and Annual Returns under Non-Plan.
5. Auction of dead stocks.
6. Tendering Section.
7. Purchases & Procurement (in coordination with Dy. Director Tourism, Jammu).
8. Upkeep of Service books.

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITSEMPLOYEES FOR DISCHARGING FUNCTIONS**

Besides being guided by the Constitution of the J&K State, various Rules, Regulations, Acts etc are being used by the employees working in various sections. An indicative list of such Rules etc is as under:-

1. Jammu and Kashmir Tourism Gazetted Service rules that specifies the below mention information under Annexure-I, details can be accessed using link ([jktc.nic.in/order/gazetted](http://jktc.nic.in/order/gazetted)).

#### **(Annexure-I)**

- i. Strength and composition of the service.
- ii. Qualifications and method of recruitment.
- iii. Probation.

- iv. Training and Departmental Examination.
  - v. Eligibility of Government services for direct recruitment.
  - vi. Power to relax.
  - vii. Maintenance of seniority list.
  - viii. Residuary matters.
2. Jammu and Kashmir Tourism subordinate service rules that specifies information in Annexure-I, details can be accessed using link ([jktc.nic.in/order/nongazetted](http://jktc.nic.in/order/nongazetted)).
  3. The Jammu and Kashmir registration of Tourist Trade Act 1978.
  4. The Jammu and Kashmir registration of Tourist Trade rules 1979.
  5. Jammu and Kashmir Tourism incentive Rules 2012.
  6. The Jammu & Kashmir Civil Services Regulations. (CSR).
  7. The Jammu & Kashmir (Medical Attendance) Rules, 1990.
  8. The Jammu & Kashmir Government (Employees Conduct) Rules, 1971.
  9. The Jammu & Kashmir Constitution Vol-D (Recruitment Rules of various Gazetted services).
  10. The Jammu & Kashmir Civil Services (Classification, Control & Appeal) Rules, 1956.
  11. The Jammu & Kashmir Civil Services (Leave) Rules, 1979.
  12. Rules Regulating to General Provident Fund.
  13. The Jammu & Kashmir Reservation Act of 2004.
  14. The Jammu & Kashmir Reservation Rules, Notified vide SRO 294 of 2005.
  15. Government of Jammu and Kashmir Financial Code Vol-I & Vol-II.
  16. Government of Jammu and Kashmir Book of Financial Powers.
  17. The Jammu & Kashmir Treasury Code.
  18. The Jammu & Kashmir Budget Manual.
  19. The Manual of Contingent Expenditure
  20. Various Law Journals