

Manual-1

Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

Powers and duties of officers and staff

Sl. No.	Name of the Section	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Sri Hemanta Kumar Pradhan, Dy. Director & Dy. Secretary of Tourism, Sambalpur	Head of Office, Tourist Office, Sambalpur	DDO of Tourist Office, Sambalpur	-	-	-Head of office & DDO of Tourist Office, Sambalpur. -Tourist information and Tourism Promotional work in the district.
2	Sri Lutan Kisan, Jr. Assistant	-	-	-	-	-Dealing of Establishment files -Maintenance of Accounts related files & Registers -Other Tourism developmental files
3	Sri Govinda Chandra Bag, Sweeper	-	-	-	-	-Maintaining cleanliness of office -Bill submitting at Treasury -Distribution of Official letter -Bank related work of the office and other work as and when required for the interest of office.
4	Smt. Sitamani Marandi, Peon	-	-	-	-	-Opening & Closing of office -First dealing with tourist & other person coming to the office. Properly dealing them by offering chair & informing about availability of officer & other staff.

Manual 2

Sl.No.	Name and Designation	Pay Scale / Monthly Remuneration	Section
01	Sri Hemanta Kumar Pradhan, Dy. Director & Dy. Secretary of Tourism, Sambalpur	Level-13 , Cell-5, Rs.76,200/-	Tourist Office, Sambalpur
02	Sri Lutan Kisan, Jr. Assistant(Contractual)	Consolidated Remuneration: Rs.15,400/-	Tourist Office, Sambalpur
03	Sri Govinda Chandra Bag, Sweeper	Level-3 , Cell-22, Rs.33,400/-	Tourist Office, Sambalpur
04	Smt. Sitamani Marandi, Peon	Level-1, Cell-12, Rs.22,900/-	Tourist Office, Sambalpur

Manual 3

Procedure followed in decision-making process

(Section 4(1)(b)(iii))

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gates examined and the final authority to which it has to go for approval may be explained.

The Flow Process Chart can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Sl.No.	Activity	Level of action	Time frame
1	2	3	4
1	Receipt letter by Jr. Assistant and entry in Dairy Register.		
2	Placing the letter on the table of Tourist Officer/ Dy. Director of Tourism. DDT will mark the letter to concern file.		
3	Jr. Assistant will put up the letters to DDT. DDT further verifies & approve. If required file will submit to higher authority or Department of Tourism.		

Manual 4

Norms set for the discharge of functions

(Section 4(1)(b)(iv))

Details of norms and standards set out can be given in respect of various activities.

Sl. No.	Activity	Time frame/Norm	Remarks
1	2	3	4
	Mentioned in Manual 3.		

Manual 5
Rules, regulations, instructions, manuals and records for discharging functions

(Section 4(1)(b)(v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

List of regulations, instructions, manuals and records

Sl. No.	Name of the Act, Rule, Regulation etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publication
1	OGFR	Delegation of financial powers		
2	Orissa Service Code	Dealing with conditions/ service matters of Govt. employees		
3	O.C.S.(Pension)Rules, 1992	Dealing with pension case of retired Govt. servants		
4	O.C.S. (CCA) Rules, 1962	Dealing with departmental/ disciplinary proceedings against Govt. employees		
5	Orissa Leave Rule, 1966	Sanction of leave Govt. servants		
6	O.C.S. (RA) Rules, 1990	Providing employment to the family members of deceased Govt. Servants		
9	Orissa Govt. Servant Conduct Rules, 1959	Conduct of Govt. Servants		
10	Orissa G.P.F. (Amendment) Rules, 1979	Contribution to G.P.F. and advances etc. of Govt. Servants		
12	O.R.S.P. Rules, 1998	Fixation of pay of Govt. Servant		
14	O.T.A Rules	T.A. Matters		



Manual 6

A statement of the categories of documents that are held by it under its control

(Section 4(1)(b)(vi))

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogues.(an illustrative list is given below)

A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit/section where available	Retention period where available
1	Service Books of employees	Service Details	Group-C & Group-D Employees	
2	Personal files	Service matters including Appointment, Transfer, Increment etc.	All Staff of Gazetted / Non-Gazetted	

Manual 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

(Section 4(1) (b)(vii))

Details of consultative committees and other bodies with which consultations are held

Sl. No.	Name and address of the Consultative Committees/ Bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings
1	2	3	4	5
1	District Tourism Promotion Council, Sambalpur	1.District Collector-Chairman 2.DFO-Member 3.SP-Member 4.PD DRDA-Member 5.EE, PWD (R&B)-Member 6.EE,Rural Developemnt-Member 7.EE,RWSS-Member 8.Dist. Planning Officer-Member	-Identify land parcels for tourism development in the district. -To act as the nodal agency and clearing house for ideas and information related to tourism at the District & Sub-District level. -Facilitate convergence of resources of various agencies for the development of tourism infrastructure. -Development and updating of tourism information for District which may also be uploaded in the District Websites.	

	<p>9.Representative of concerned Municipal Corporation-Member 10.Representative of Handicraft & Handloom-Member 11.Chairman of Zilla Parisad/NAC/Municipal Corporation-Member 12.Local MP/MLA- Member 13.President, Dist. Hotel Association-Member 14.President, Dist. Travel Agent-Member 15.OTDC Nominee 16.Tourist Officer-Member Secretary. 17.Any other member or Members nominated by Chairman.</p>	<p>-Promote the development of tourism master plans for each District in co-ordination with other Government agencies. -Skill profiling of local population to create list for guides, freelancers, photographers, homestay address and develop at tourism service provider database. -Contribute to the publicity and promotional material of DoT and encourage/facilitate travel writers, media for publicizing places of tourist interest of the district. -prepare the even list at the district level for tourism purpose. -Organize and facilitate training programme for the benefit of stakeholders in the tourism industry on chargeable basis. -Facilitate the formation of local tourism destination development bodies with local community participation for development of tourism assets. -Identify, develop and lease out be a source of revenue. -Facilitate and support the development of eco-tourism societies. -Develop economically viable Tourism Projects -Licensing, regulation and accreditation of tourism venture as per DoT guidelines. -Mobilize and enlist the local community stakeholders for specific areas/tourism destination as per requirement.</p>	
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Manual 8

A statement of boards, council, committees and other bodies constituted (Section 4 (1) (b) (viii))

List of boards, councils, committees etc.

Sl.No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
1	District Tourism Promotion Council, Sambalpur	Mentioned in Manual-7	Mentioned in Manual-7	03.07.2019

Manual 9

Directory of Officers and employees

(Section 4(1) (b) (ix))

Directory

Sl. No.	Name & Designation	Office Phone No.	E-mail address
1	Sri Hemanta Kumar Pradhan, Dy. Director & Dy. Secretary of Tourism, Sambalpur		oritoursambalpur@gmail.com
	Sri Lutan Kisan, Jr. Assistant(Contractual)		lutankisan94@gmail.com
	Sri Govinda Chandra Bag, Sweeper		
	Smt. Sitamani Marandi, Peon		

Manual 10

The monthly remuneration received by each of the Officers and employees, including the system of compensation as provided in the regulations

(Section 4(1) (b) (x))

Sl. No.	Name and Designation	Pay Scale / Monthly Remuneration
01	Sri Hemanta Kumar Pradhan, Dy. Director & Dy. Secretary of Tourism, Sambalpur	Level-13 , Cell-5, Rs.76,200/-
02	Sri Lutan Kisan, Jr. Assistant(Contractual)	Consolidated Remuneration: Rs.15,400/-
03	Sri Govinda Chandra Bag, Sweeper	Level-3 , Cell-22, Rs.33,400/-
04	Smt. Sitamani Marandi, Peon	Level-1, Cell-12, Rs.22,900/-

Manual 11

The budget allocated to each agency

(Section 4(1) (b) (xi)

Non-plan budget

Minor head	Activities to be performed	Sanctioned budget Allotment Received (2019-20)	Budget Estimate(B.E) (2019-20) (In Rs.)	Revised Estimate(R.E) (2018-19) (In Rs.)	Expenditure for the last year (2018-19) (In Rs.)
3452		3603511	3603511		4110869

Plan budget

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/Spent
1	2	3	4	5	6

Manual 12(Not Applicable)

The manner of execution of subsidy programme

(Section 4(1) (b) (xii)

List of institutions given subsidy

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
1	2	3	4	5	6	7

List of individuals given subsidy:

Sl.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No of time subsidy given in past with purpose
1	2	3	4	5	6

Manual 13
Particulars of recipients of concessions, permits or authorizations granted
(Section 4(1) (b) (xiii))
List of beneficiaries

Sl.No.	Name and address of the beneficiary	Nature of concession/Permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times similar concession given in past with purposes
1	2	3	4	5	6

Manual 14

Information available in an electronic form

[Section 4(1)(b)(xiv)]

Details of information

Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	2	3	4	5

Manual 15

Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

Facilities available for obtaining information

Sl. No.	Facility available	Nature of Information available	Working hours
1	2	3	4
1	Tourist Information	Tourist Folder & Booklet	10 am to 5.30 pm

Manual 16

Name designation and other particulars of Public Information Officers

(Section 4(1) (b) (xvi)

List of Public Information Officers			
Sl.No	Name &Designation of the Officer	Postal Address	Telephone number
1.	Sri Hemanta Kumar Pradhan, Dy. Director & Dy. Secretary of Tourism-cum- PIO, Sambalpur	District Tourist Office, Sambalpur	

List of Assistant Public Information Officers :			
Sl.No.	Name &Designation of the Officer	Postal Address	Telephone number
1.			

First Appellate Authority within the Department			
Sl.No	Name &Designation of the Officer	Postal Address	Telephone number
1.	Sri Durga Prasad Mohapatra, OAS(SAG), Addl. Secretary to Govt., Tourism Department	Paryatan Bhawan, Lewis Road, Bhubaneswar-751014	0674-2432177

Manual 17

Other information as may be prescribed

[Section 4(1) (b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

Staff

Dy. Director & Dy. Secretary of Tourism	-	01
Junior Assistant	-	01
Peon	-	01
Sweeper	-	01


Dy. Director-cum-Dy. Secretary, Tourism
Tourist Office, Sambalpur