

ii) Powers and Duties of each officers/ officials

a). **Commissioner Tourism:** - Is the head of the Department. Being Head of the Department, exercises general superintendence and control over **all the officers/officials of the Department. He is responsible to carry out the functions of the Department. For this purpose he exercises powers as conferred/vested by the Act and various Rules including the services & Financial Rules. He also exercises functional powers delegated to him by the Govt.** from time to time.

b)Addl. /Joint/Dy. Director:- The following jobs are assigned to him:

- 1.Establishment.
- 2.Audit and PAC/CAG matters
3. Stipend, Grant-in-aid to HPTDC
- 4.Food Craft Institute
- 5.Stores and purchases
- 6.Works (State and Centrally Sponsored Schemes)
- 7.Vehicles.

c)Deputy Director (Projects): The following jobs are assigned to him:

- 1.Publicity, Advertisements, fairs and Festivals Grant in aid, Exhibitions, Souvenirs.
- 2.Civil Aviation matters including expansion of airstrips.
- 3.Hospitality.
- 4.Incentives, subsidy and Hotel Projects
- 5.Adventure Tourism
6. Joint Sector projects
- 7.Tourist Complaints
8. Inspection of offices of District Tourism Development Offices.
- 9.Implementation of H.P.Tourism Development & Registration Act./Rules.

In addition to above, the Additional/ Dy Director are looking after the following jobs jointly:-

- 1.Budget and I Planning
- 2.Budget Assurances.
- 3.Vidhan Sabha matters
- 4.Tourist Information Centres
- 5.Statistics.

d)Publicity Officer.

Entire publicity work i.e. printing of brochures, folders ,posters and post cards etc. releasing the advertisements in the leading newspapers/magazines and through electronic media.

e)District Tourism Dev. Officers (DTDO): The Department has five District Tourism Development offices viz. Shimla for Shimla,Kinnaur and some part of Lahaul & Spiti Distt. Mandi for Mandi, & Bilaspur Districts,Kullu for Kullu & some part of Lahaul & Spiti District. Kangra, for Kangra,Una & Hamirpur Districts and Solan for Solan & Sirmour Districts. One Assistant Tourism Development Officer each for Chamba and Shimla. The area wise detail is as under:

Broad functions and responsibilities of the DTDO:s/ATDO's are as follows:-

1.Regulatory Works: To implement the H.P. Tourism Development and Registration Act-2002 i.e. Registration of Hotels/ Guest Houses/ Restaurants, Travel Agencies, Tourist Guides, Photographers and camping sites and compounding of the inspection and compounding of the offences under the said Act/Rules.

2. Development Works: To undertake and implement the developmental works of State/Centrally Sponsored schemes.

3. Tourism: To Impart the adventure sports/other trainings such as water sports/ Rafting, trekking, Entrepreneur Development Programmes, Human Resource Development, Tourist Guides, Police Guide Training etc.

4. Participation in Fair and Festivals: Department has been regularly participating in the fairs and festivals within and outside the State for wide publicity. The DTDO's organize cultural programmes/other functions to attract more and more tourists to the State.

f) Superintendent (Fossil Park): The post of Superintendent (Fossil Park) has been specifically created to look after the work of Suketi Fossil Park. There are many types of fossils for the attraction of the tourists. The main function of this post is to maintain the fossils and surrounding area.

g)Superintendent Gr-II: General supervision and control of officials of the Department.Budget,audit, CAG/PAC,H.P. Tourism Development & Registration Act,Court cases,Vidhan Sabha matters and stores.

h)Private Secretary: Attached with the Commissioner Tourism.

i)Inspector Hotels: To carry out the inspection of the tourism units in the accordance with the powers conferred in H.P. Tourism Development of Registration Act-2002. Processing case for registration of Tourism Units; challanng and filings cases before the courts.

Tourist Information Officers (TIO): The Department has established the Tourist Information Centres within and out side the State to facilitate the tourists visiting to the state. In all there are 16 TICs viz. Victory Tunnel Shimla, Railway Station Shimla, Bye Pass Shimla, Kullu, Manali, Dharamshala, Dalhousie, Reckong Peo, Nahan, Pathankot, Chandigarh, Kalka, Mumbai, Chennai & Kolkatta & Bhunter.

k)Sr. Assistants : Six Sr. Assistants are at the Head Quarter, they have been assigned the various jobs such as works,publicity,Planning & development,Budget Civil Aviation,Audit, PAC/CAG matters. Vidhan Sabha matters, Establishment and Store etc. Rest of five Sr. Assistants are deployed in the office of DTDOs to deal with the subjects pertaining to DTDO offices.

l)Statistical Assistant: To collect and compile data relating to Tourists arrivals, employment generation including preparation of Hotel Directory.

m) Jr. Assistant/ Clerks: 15 Jr. Assistants/ Clerks are working in the head quarter, 5 in the offices of DTDOs and 9 are deployed in the Tourist Information Centre within and out side the State.

n) Jr. Scale Stenographer: Attached with the Additional Director.

o) Steno Typist: 3 steno Typist at Head office for undertaking the typing work and 5 steno typist for the office of DTDO(I for each DTDO office) for typing work.

p) Tourist Inf.-cum-Liaison Officer : Created for the Tourist Information Centre Mumbai, Channai and Kolkatta to provide the information the visiting tourists in the State. .

q) Drivers: 3 Drivers at head quarter and 4 in the office of DTDOs attached with the DTDO.

Peons: 6 in Head office and 11 in the office of DTDO and Tourist Information Centres.

Chowkidars: 1 at head office and 5 in the office of District Tourism Development Offices.