

The Right to Information ACT, 2005

Information under
Section 4(1) b of R T I Act, 2005
(Template)

Name of Organization
Department of Tourism
Government of Sikkim

Chapter 1

Introduction

- 1.1 Background: please throw light on the background of this handbook – Right to Information Act and its key objectives
- 1.2 Objective/ purpose of this information handbook : describe the provisions of Section 4(1) (b) of the Act regarding mandatory suo moto disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardization information for easy access and understanding by the public
- 1.3 Who are the intended users of the handbook? Citizens, civil society organization, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Commissions etc
- 1.4 Definitions of key terms: please provide definitions of key terms used in this handbook
- 1.5 Organisation of information: describe how information is organized in this handbook and what is contained in different chapters
- 1.6 Getting additional information: describe the sources, procedures and fees structure for getting information not available in this handbook
- 1.7 Names & addresses of key contact points: Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also

Chapter 2
 Organisation, Functions and Duties
 Section 4 (1) (b) (b) (i)

2.1 Particulars of the organization, functions and duties

Sl no	Name of the Organisation	Address	Functions	Duties
01	Department of Tourism	Government of Sikkim, M.G. Marg Gangtok East Sikkim 737 101	All works related to the promotion of Tourism in Sikkim	<p>Functions of Tourist Information Centre</p> <ol style="list-style-type: none"> 1. To impart right information to the tourists about the tourist destinations of the State. 2. To issue Inner Line Permit from the offices in Delhi, Kolkata, Siliguri and Rangpo TICs 3. To coordinate with other various Government & Private Agencies including Tourism Development Cooperative Societies for promotion and participation in tourism development activities including fairs & festivals 4. To attend to the complaints, if any, of the tourists and redress their grievances 5. To assist tourists during emergency like strikes/ road blockade/ natural calamities etc 6. To ensure that the tourists have a comfortable and peaceful stay in the State 7. To ensure that the tourists visit the State throughout the year
				<p>Functions undertaken by the Tourism Department</p> <ol style="list-style-type: none"> 1. To promote Sikkim as an ultimate Eco-Tourism Destination 2. Development of various places of tourist interest like places of worship, sacred lakes, caves and mountains, trekking trails. Circuit developments and accordingly create infrastructure to facilitate tourist 3. To prepare detail project report for onward submission to the

				<p>Government of India, Ministry of Tourism, New Delhi with the approval of the State Government</p> <ol style="list-style-type: none"> 4. To formulate policies and plans for promotion of tourism in tune with the guidelines formulated by the Ministry of Tourism, Government of India, New Delhi 5. Coordinate with various stake holders like Travel Agents Association of Sikkim, Sikkim Association of Adventure Tour Operators, Sikkim Hotels & Restaurant Association and other Tourism Development Cooperatives Societies for their greater participation and involvement in all the activities of the Tourism Department 6. To provide Grant-in-Aid to various tourism development cooperative societies for organizing tourism festivals in the State 7. To participate in all the tourism trade festivals organized both at National and International levels. 8. Printing of brochures giving information on tourist destinations for distribution to the tourists. Printing of calendars and diary for publicity is taken up 9. Promotion of Sikkim for adventure activities like rafting, mountaineering, trekking, mountain biking, bird watching, para-gliding are being organized at all levels with active participation of private sectors 10. Extending logistic support to the major investors in the hotel industry like approaching Land Revenue Department for acquisition of land and clearance from Line Departments like Forest etc as
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				<p>and when necessary.</p> <ol style="list-style-type: none"> 11. Maintenance of trekking trails and other assets created by the Tourism Department 12. Leasing out of the assets like cafeterias, hotels, bungalows of Tourism Department to the educated unemployment youths and private sectors for their maximum utilization 13. Issuance of permits to the tourists 14. Organizing capacity building programmes/ orientation programmes in tourism related activities to the youths and stakeholders including hoteliers, travel agents and transport operators 15. As a member of North Eastern States Tourism (NEST) Forum, we deliberate on issues relating to promotion of the entire North East Region including Sikkim which also includes identifying tourist destinations and circuits 16. As a major revenue generating and indirect employment generating tour industry the department is consistently extending its horizons to involve equal of all works of life in promotion of tourism in the State and make it a self-reliant establishment 17. To regulate the activities of the entire tourism related trades like hotels, restaurants, village tourism, travels agents and tour operators and transport operators 18. To issue No Objections Certificates to the hoteliers and travels agents before applying for their licenses from UD & HD
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Chapter 3
Powers and Duties of Officers and Employees
Section 4 (1) (b) (ii)

Sl no	Name of the Officer/ Employee	Designation	Duties Allotted	Powers
1	Mr SBS Bhadauria, IAS	Secretary	Head of Department	As per norms
2	Mr RT Lepcha	Addl Secretary	All works related to the department except Engineering Cell	
3	Mr Puneet Kansal	O.S.D. Sikkim House New Delhi	Coordinate with GOI on behalf of department	
4	Mr Rakesh Khanna	Chief Engineer	Head of the Engineering Cell	
5	Mr Prakash Chettri	Superintendent Engineer	To assist CE	
6	Ms Prava Rai	Joint Secretary	Head of Office, TSP, SCSP, I&P, PIO (RTI)	
7	Mr BR Subba	Joint Secy (Adv)	Adventure, Hospitality, Capacity Bldg, Emergency Operations, Permits	
8	Mr KB Pradhan	Dy Secy (Adm)	Administration, Leasing of assets, hospitality, court cases	
9	Ms Karma Ongmu Bhutia	Dy Secy (I&P)	I&P, monitoring & evaluation, eco-tourism, fairs & festivals, Capacity bldg	
10	Mr. Zangpo Tshering Bhutia	Dy Secy (Plan)	TSP, SCSP, UCs, grievance & complaints, planning external Aids projects	
11	Mr Pramod Agarwal	Div Engineer (South)	Project incharge of South	
12	Mr YN Gautam	Div Engineer (West)	Project incharge of West	
13	Mr Sukbir Subba	Div Engineer (North/East)	Project incharge of North/East	
14	Mr KP Sharma	Div Engineer (Planning)	Project incharge , planning	
15	Mr AB Gurung	Dy Director (North)	Adventure, hospitality, permit, communication, sanction schedule	
16	Ms Chhungden Thakerpa	Dy Director (West)	Incharge of West Distt	
17	Ms Nirmala Rasaily	Dy Director (East)	In charge of East Distt incl I&P, assets, wellness tourism	
18	Ms Sonam Lhamu	Dy Director (South)	Incharge of South Distt	

19	Mr Madan Kr Pradhan	Dy Director (Kolkata)	In charge of Kolkata Tourism Office, issue of ILP, promotion of tourism	
20	Mr Santosh Kr Rai	Assistant Engineer (East)	To assist DE (N/E) for Monitoring & evaluation of all projects of East Distt	
21	Mr Deepak Sewa	Assistant Engineer (Elect)	Incharge of electrical works of all distts	
22	Mr HN Singh	Assistant Engineer (West)	To assist DE(W) for Monitoring & evaluation of all projects of West Distt	
23	Mr CK Pradhan	Assistant Engineer (North)	To Assist DE (N/E) for Monitoring & evaluation of all projects of North Distt	
24	Mr Tseten Dorjee Bhutia	Sr Accounts Officer	D & DO & financial advisor to the Department	
25	Ms Mingam Wangdi Bhutia	Assistant Director	Incharge Ravangla sub-division	
26	Ms LeePandi N Targain	Assistant Director	In charge Siliguri Tourism Office, issue ILP	
27	Mr Dechenla Bhutia	Assistant Director	To assist Dy Dir (North	
28	Ms Nima Choden	Assistant Director	Incharge Rangpo TIC	
29	Mr Tashi Gelay	Assistant Director	Incharge Permit Cell	
30	Ms Sonam Peki	Assistant Director	To assist Dy dir (East)	
31	Ms Tenzing Bhutia	Assistant Director (IT)	Incharge of all IT related works in the department	
32	Mr Dev Subba*	Assistant Director	Rangpo Tourist Lodge, issue of ILP	
33	Ms Anita Rai	Assistant Director	To assist Dy Dir (South)	
34	Ms Shova Lama	Assistant Director (Delhi)	To assist OSD, New Delhi	
35	Mr Kazi Sherpa	O.S.D.	Incharge of Chemchey assist in the promotion of adventure tourism	
36	Mr Suraj Gurung	Under Secretary	To assist the DS (Planning & Adm)	
37	Ms Bipula Sharma	Controller of Household Affairs	Incharge of Hotel Mt Jopuno	
38	Mr Ashok Kr Rai	Private Secretary	PS to the Secretary	
39	Ms Chewang Pulger	Private Secretary (Kol)	To Assist Dy Dir Sikkim Tourism Office in Kolkatta	
40	Ms Abina Thapa	Public Relations Officer, New Delhi	To assist OSD, New Delhi	
41	Mr Dilip Sharma	Public Relations Officer	To assist Dy Dir (West)	
42	Ms Shova Gurung	Office Superintendent	Supervision of all	

			administrative & RTI matters	
43	Ms Yozna Lungun Rai	Head Assistant	To assist Office Superintendent	
44	Ms Pempa Lhamu	UDC	To assist Office Superintendent	
45	Mr NB Bishwakarma	UDC (Siliguri)	All administrative works in Siliguri Tourism Office	
46	Ms Kezia Rai	Field Assistant	Deals with statistical, monitoring & evaluation matters	
47	Mr TR Rasaily	LDC	Maintains all files and records related to administration & hospitality	
48	Ms Kunzang Choden	LDC	Attached to Engineering & Permit Cell	
49	Mr Ramesh Lamichaney	LDC (CSS)	Entrusted with the works of CSS matters	
50	Ms Leela Sharma	LDC	Entrusted with works of assets & realization of rent of leased out properties of Tourism	
51	Mr MB Thapa	LDC	Maintains all records and files related to I&P	
52	Ms Yashodha Rai	LDC	Typist of Administrative Section	
53	Ms Sonam Ongkit	LDC	Dispatcher of Secretary	
54	Mr Chungchung Bhutia	LDC	Dispatcher & record of accounts	
55	Ms Eden Lhamu Bhutia	LDC	In charge of Darjeeling TIC	
56	Ms Sabita Pradhan	LDC	Posted in Bagdogra TIC	
57	Ms Lamchen Lepcha	Sr Accountant	Supervision of all Accounts matter	
58	Ms Lhamu Bhutia	Accountant	Cashier	
59	Ms Binita Gurung	Jr Accountant	Preparation of bills pertaining to TSP & SCSP, BADP & RSVP	
60	Ms Nalini Alley	Jr Accountant	Preparation of bills pertaining to East Div	
61	Ms Bibha Tamang	Jr Accountant	Preparation of bills pertaining to South Div	
62	Mr Ajit Chettri	Jr Accountant / Storekeeper	Preparation of bills pertaining to West & Vehicle bills	
63	Ms Soma Pradhan	Accountants Clerk	Preparation of bills pertaining to North & TA/DA	

64	Ms Lamin Theeng	Information Assistant	Melli TIC	
65	Ms Narbada Adhikari	Sr Guide I	Siliguri Tourist Office	
66	Mr Manoj Chettri	Sr Guide I	Pelling TIC	
67	Mr Prashant Pakhrin	Sr Guide I	Jorethang TIC	
68	Mr Dewan Gurung	Sr Guide I	Rangpo TIC	
69	Mr Wangyal Bhutia	Sr Guide II	Jorethang TIC	
70	Mr Nirmal Cintury	Sr Guide II	Namchi TIC	
71	Mr Sonam Rinchen	Sr Guide II	Gangtok TIC	
72	Mr Durga Pd Sharma	Jr Guide I	NJP TIC	
73	Ms Bijeta Chettri	Jr Guide I	Siliguri Tourism Office	
74	Ms Deepti Rai	Jr Guide I	Namchi TIC	
75	Ms Pempa Doma	Jr Guide I	Gangtok TIC	
76	Mr Gyamtso Tsh Bhutia	Jr Guide II	Pelling TIC	
77	Mr Yogesh Pradhan	Jr Guide II	Gangtok TIC	
78	Ms Anita Pradhan	Jr Guide II	Gangtok TIC	
79	Mr Karma Gyaltsen	Statistical Officer	All statistical matters relating to tourist inflow	
80	Mr Dilip Theengh	Trekking Guide	Supervise the cleanliness of trekking trails, liaison with SAATO for carrying out adventure tourism, prepare itinerary for treks, reccee new trails	
81	Mr Karma Tshering	Trekking Guide	-do-	
82	Mr Tsewang Ngodup	Trekking Guide	-do-	
83	Ms Sushma Pradhan	Assistant Manager	Posted to RAC Karfectar to look after tourism related matters	
84	Ms Binita Rai	Assistant Manager	To assist OSD, New Delhi	
85	Mr Dayaram Bhattarai	Planning Assistant	To assist DE (Planning)	
86	Mr MN Vishwanathan	Jr Engineer	To assist AE (West) for Engineering Projects related to West District	Retired w.e.f. 01/01/09
87	Mr Kiran Kr Pradhan	Jr Engineer	To assist AE (South) for Engineering Projects related to South District	
88	Mr Yogendra Pradhan	Jr Engineer	To Assist AE (East) for Engineering Projects related to East District	
89	Mr Jose Verghese	Jr Engineer	To assist AE (Elect) for Engineering Projects related to electrifications	
90	Mr Rudra Mani Pokhrel	Jr Engineer	To assist AE (West) for Engineering Projects related to West District	
91	Ms Sushila Rai	Jr Engineer	To assist AE (East)	

			for Engineering Projects related to East District	
92	Mr SOnam Wangchuk	Jr Engineer	To Assist AE (East) for Engineering Projects related to East District	
93	Mr Lhawang Nedup	Jr Engineer	To assist AE (East) for Engineering Projects related to East District	
94	Mr Bikash Bishwakarma	Jr Engineer	To assist AE (South) for Engineering Projects related to South District	
95	Ms Anusha Sharma	Jr Engineer	To assist AE (West) for Engineering Projects related to West District	
96	Mr Deepak Gurung	Jr Engineer	To assist AE (East) for Engineering Projects related to East District	
97	Mr Ganesh Rana	Jr Engineer	To assist AE (East) for Engineering Projects related to Gangtok	
98	Mr KK Sharma	Jr Engineer	To assist AE (East) for Engineering Projects related to East District	
99	Ms Sonam Doma Bhutia	Jr Engineer	To assist AE (East) for Engineering Projects related to East District	
100	Mr Kumar Rai	Sub Jr Engineer (North)	To assist AE (North) for Engineering Projects related to North District	
101	Mr Sher Bdr Rawat	Sr Munshi	To assist AE (East)	
102	Ms Neelam Gurung	Steno Grade I	Attached to OSD, New Delhi	
103	Ms Hem Kri Tiwari	Steno Grade III	Attached to Addl Secy	
104	Ms Christina Singh	Steno Grade III	Attached to DS (Adm)	
105	Mr Roshan Pradhan	Steno Grade III	Attached to Secretary	
106	Mr Madan Lepcha	Driver	Attached to Addl Secy	Retired w.e.f. 31/03/09
107	Mr Phurba Namgyal	Driver	Attached to DE (S)	
108	Mr Jiwan Gazmer	Driver	Attached to DS (P)	
109	Mr Bhim Subba	Driver	Head Office	
110	Mr Hastaman Rai	Driver	Attached to OSD, Delhi	
111	Mr Nima Bhutia	Driver	Head Office	
112	Mr Jiwan Kr Gurung	Driver	Attached to Secretary	
113	Mr Uttam Gurung	Driver	Attached to DD (South)	
114	Mr Ash Bdr Rai	Peon	Collection of cheques	
115	Mr Arbee Bhutia	Peon	Head Office	
116	Mr Santosh Sadhu	Peon	Dak Duty	

117	Mr Sonam Bhutia	Peon	Head Office	
118	Mr Harilal Neopaney	Peon	Attached to Silliguri office	
119	Mr Nadu Lepcha	Peon	Attached to Jt Secy	
120	Mr Lakpa Suma Sherpa	Peon	Pelling TIC	
121	Ms Kunti Sharma	Peon	Attached to Jt Secy	
122	Mr Phuchung Lepcha	Peon	Attached to DS (Plan)	
123	Ms Tshering Doma	Peon	Lingdum TIC	
124	Mr Harkaman Diyali	Peon	NJP, TIC	
125	Mr Dil Kr Chettri	Peon	Gangtok TIC	
126	Mr Sunderlal Kanojia	Peon	Dispatcher, New Delhi	
127	Mr Ganesh Chettri	Peon	Head Office	
128	Mr Phuchung Bhutia	Peon	Head Office	
129	Mr Purna Bdr Chettri	Cook/ Peon	Namchi TIC	
130	Mr Natempa Sherpa	Mali	Rumtek	
131	Mr Ashok Gurung	Mali	Chemchey	
132	Mr Dorjee Tamang	Mali	Gangtok	
133	Mr Passang Sherpa	Mali	Accounts Section	
134	Mr Harkaman Rai	Chowkidar	New Delhi	
135	Mr Zangpo Lachungpa	Chowkidar	Lachung	
136	Mr Ghanashyam Sundas	Chowkidar	Administrative Section	
137	Mr Nima Wangdi	Chowkidar	Accounts Section	
138	Mr Rakesh Mall	Safaikarmachari	Gangtok TIC	
139	Ms Shakuntala Devi	Safaikarmachari	Namchi TIC	
140	Mr Umesh Ram	Safaikarmachari	Accounts Section	
141	Mr Dinesh Ram	Safaikarmachari	Gangtok TIC	
142	Mr BB Pradhan	Safaikarmachari	Melli TIC	

Chapter 4
 Procedure followed in Decision-making process
 Section 4 (1)(b)(iii)

4.1 The procedure followed in decision-making by the public

Sl no	Activity	Description	Decision-making process	Designation of final decision-making authority
1	Goal setting & planning	Preparation of eco-friendly tourist destination. 5 th Year Plan Policy/Fairs/Festivals/ Trade Rules	Encourage Private Public Partnership mode benefits go to public	Government
2	Budgeting	State/ Central government policy	Government	Government
3	Formulation of programmes, schemes and projects	State/ Central government policy through DPR	Government	Government
4	Recruitment/ hiring of personnel	Departmental out-sourcing. Subject to PPP made availability of vacancies	Government through DOPART	Government
5	Release of funds	Subject to availability of funds with the concurrence of DPER & NECAD & FRED	Government	Government
6	Implementation/ delivery of service/ utilization of funds	I&P Section/ Engineering Cell/ Hospitality & Adventure Sections. As per Government directives by concerned officer	Government	Government
7	Monitoring & evaluation	Field level Head office and Central Government	Government	Government
8	Gathering feed-back from public	By active involvement of NGOs/ website/ emails/ registers	Government	Government
9	Undertaking improvements	STDC/ IHM	As per constitution of Board	Boards as per the constitutions and the government

4.2 Prepare flowcharts to show channels of supervision and accountability. You may also provide additional flowcharts to indicate how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/ delivering the service to the beneficiary

4.3 Describe the mechanisms in place regarding participation of the public in decision-making in respect of the functions discharged/ services delivered to citizens

Chapter 5
Norms set for the Discharge of functions
Section 4(1) (b) (iv)

5.1 The details of the norms/ standards set by the public authority for the discharge of its functions/ delivery of services

Sl no	Function/ Service	Norms/ standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	<ol style="list-style-type: none"> 1. Promotion of tourism 2. Information & reception 3. Transport including Cable Cars & Helicopter Services 4. Accommodation including Tourist Centres 5. Hoteliering & restaurants 6. Trekking, Mountaineering, Rafting, Kayaking, Canoeing, Hang-gliding and other tourist attractions 7. Tourist Guides 8. Tours & Travels & Gift/ Souvenir Shop 9. Civil Aviation Matters 10. Casino (# Amended vide Notification no 48/Home/2004 dated 19.09.2008) 11. Public Service Statutory Rules of the services with which the Department is concerned 	As per norms/ Acts/ Regulation/ notifications/ rules of the department and the government	As per Rule	Service Charter to be framed

Chapter 6
Rules, Regulations, instructions, Manual and Records for Discharging
Functions
Section 4 (1) (b) (v) and (vi)

6.1 Lists and gists of rules, regulations, instructions, manuals and records held by public authority or under its control or used by its employees for discharging functions

Sl no	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	Sikkim Tourism Department Recruitment Rules, 2004	Recruitment	
2	Sikkim Casino Games (Control & Tax) Rules, 2007	Casino games rules	
3	Sikkim Registration of Tourist Trade Rules, 2008	Trade rules	
Instructions			
1	Work Distribution Office Order		
2			
3			
Manuals			
1	Sikkim Government Service Manual	Service rules governing the service conditions of Sikkim government employees	
2			
3			
Records			
1	As per norms		
2			
3			
Publications			
1	Coffee Table Books		350/-
2	Information literatures		
3			

Chapter 7
Categories of Documents held by the Public Authority Under its control
Section 4 (1) (b) v (i)

7.1 The official documents held by the public authority under its control

Sl no	Description	Gist of content	Price of the publication if priced
1	Sikkim Tourism Department Recruitment Rule, 2004	Rules governing the recruitment, promotion of Non-Gazetted Officials in the Sikkim Tourism Service	

Chapter 8
Arrangement of Consultation with or Representation by the Members of the Public in
Relation to the Formulation of Policy or implementation thereof
Section 4 (1) (b) viii

8.1 Arrangements by the public authority to seek consultation/ participation of public or its representatives for formulation and implementation of policies

Sl no	Function/ Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Promotion of tourism	Through discussion with Panchayats, NGOs, Stakeholders etc	Through wide publicity
2	Information & reception		
3	Transport including Cable Cars & Helicopter Service		
4	Accommodation including Tourist Centres		
5	Hoteliering & restaurants		
6	Trekking, Mountaineering, Rafting, Canoeing, Hang-gliding and other tourist attractions		
7	Tourist Guides		
8	Tours & Travels & Gift/ Souvenir Shop		
9	Civil Aviation matters		
10	Casino (# amended vide notification no 48/Home/2004 dated 19.09.2008)		
11	Public Service Statutory Rules of the service with which the Department is concerned		

Chapter 9

Boards, Councils, Committees and other Bodies Constituted as part of Public Authority

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

9.1 Information on boards, councils, committees and other bodies related to the public authority

Name of Boards, Councils, Committees etc	Composition	Powers & Functions	Whether its meetings open to Public/ Minutes of its meetings accessible for Public
Nil	Nil	Nil	Nil

9.2 If minutes of meetings are accessible to the public describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/ cost of access and officer to be contacted

Chapter 10
Directory of Officers and Employees
Section 4 (1) (b) (ix)

10.1 Information on officers and employees working in different units or offices at different levels and their contact addresses (including officers in charge of grievances redressal, vigilance, audit etc.

Sl no	Name of Office/ Administrative unit	Name, Designation & Address of officer/ employee	Telephone & Fax office tel: Residence tel: Fax	E mail
1	Mr SBS Bhadauria, IAS	Secretary	203425 204657 (Fax)	
2	Mr RT Lepcha	Addl Secretary	227720	
3	Mr Puneet Kansal	O.S.D. Sikkim House New Delhi	011 26115346	
4	Mr Rakesh Khanna	Chief Engineer	205525	
5	Mr Prakash Chettri	Superintendent Engineer		
6	Ms Prava Rai	Joint Secretary	202825	
7	Mr BR Subba	Joint Secy (Adv)	202825	
8	Mr KB Pradhan	Dy Secy (Adm)	204543 (EPABX)	
9	Ms Karma Ongmu Bhutia	Dy Secy (I&P)	-do-	
10	Mr Tashi Chhophel	Dy Secy (Plan)	-do-	
11	Mr Pramod Agarwal	Div Engineer (South)	227720	
12	Mr YN Gautam	Div Engineer (West)	204543 (EPABX)	
13	Mr Sukbir Subba	Div Engineer (North/East)	-do-	
14	Mr KP Sharma	Div Engineer (Planning)	-do-	
15	Mr AB Gurung	Dy Director (N)	-do-	
16	Ms Chhungden Thakerpa	Dy Director (W)	-do-	
17	Ms Nirmala Rasaily	Dy Director (E)	-do-	
18	Ms Sonam Lhamu	Dy Director (S)	248536	
19	Mr Madan Kr Pradhan	Dy Director (Kolkata)	033 22817905	
20	Mr Santosh Kr Rai	Assistant Engineer (E)	204543 (EPABX)	
21	Mr Deepak Sewa	Assistant Engineer (Elect)	-do-	
22	Mr HN Singh	Assistant Engineer (W)	-do-	
23	Mr CK Pradhan	Assistant Engineer (N)	-do-	
24	Mr Tseten Dorjee Bhutia	Sr Accounts Officer	202098	
25	Ms Mingam Wangdi Bhutia	Assistant Director	204543 (EPABX)	
26	Ms LeePandi N Targain	Assistant Director	95353 2512646	
27	Mr Bhim Raj Mishra	Assistant Director	204543 (EPABX)	
28	Mr Dechenla Bhutia	Assistant Director	-do-	
29	Ms Nima Choden	Assistant Director	-do-	
30	Mr Tashi Gelay	Assistant Director	-do-	
31	Ms Sonam Peki	Assistant Director	-do-	
32	Ms Tenzing Bhutia	Assistant Director (IT)	202729	
33	Mr Dev Subba	Assistant Director	240818	

34	Ms Anita Rai	Assistant Director	953595 264557	
35	Ms Shova Lama	Assistant Director (Delhi)	26110679	
36	Mr Kazi Sherpa	O.S.D.	204543 (EPABX)	
37	Mr Suraj Gurung	Under Secretary	-do-	
38	Ms Bipula Sharma	Controller of Household Affairs	203502	
39	Mr Ashok Kr Rai	Private Secretary	203425	
40	Ms Chewang Pulger	Private Secretary (Kol)	033 22817905	
41	Ms Abina Thapa	Public Relations Officer	01126110679	
42	Mr Dilip Sharma	Public Relations Officer	204543 (EPABX)	

Chapter 11
Monthly Remuneration received by Officers and Employees, including the System of
Compensation as provided in regulations
Section 4 (1) (b) (X)

11.1 information on remuneration and compensation structure for officers and employees

Sl no	Designation	Monthly remuneration including its composition	System of compensation to determine remuneration as given in regulation
1	Secretary	18000-500-22400	Regular Government Servant
2	Chief Engineer	14300-400-18300	Regular Government Servant
3	Additional Secretary	12500-375-17000	Regular Government Servant
4	Additional Director	12500-375-17000	Regular Government Servant
5	OSD	12500-375-17000	Regular Government Servant
6	Superintending Engineer	11000-350-16250	Regular Government Servant
7	Joint Director	11000-350-16250	Regular Government Servant
8	Joint Secretary	11000-350-16250	Regular Government Servant
9	Divisional Engineer	9000-300-13800	Regular Government Servant
10	Deputy Secretary	9000-300-13800	Regular Government Servant
11	Deputy Director	9000-300-13800	Regular Government Servant
12	Sr Accounts Officer	9000-300-13800	Regular Government Servant
13	Assistant Engineer	7000-225-11500	Regular Government Servant
14	Assistant Director	7000-225-11500	Regular Government Servant
15	Assistant Director (IT)	7000-225-11500	Regular Government Servant
16	Private Secretary	7000-225-11500	Regular Government Servant
17	PRO	7000-225-11500	Regular Government Servant
18	Osd/Adv, Eco Tourism	7000-225-11500	Regular Government Servant
19	Controller of Household Affairs	7000-225-11500	Regular Government Servant
20	Information Assistant	5000-150-8000	Regular Government Servant
21	Assistant Manager	5000-150-8000	Regular Government Servant
22	Trekking Guide	5000-150-8000	Regular Government Servant
23	Senior Guide Gr I	4500-135-7200	Regular Government Servant
24	Senior Guide Gr II	4300-125-6800	Regular Government Servant
25	Junior Guide Gr I	4000-100-6000	Regular Government Servant
26	Junior Guide Gr II	3400-85-5100	Regular Government Servant
27	Statistical Assistant	5000-150-8150	Regular Government Servant
28	Field Assistant	4000-100-6000	Regular Government Servant
29	Office Superintendent	5500-175-9000	Regular Government Servant
30	Head Assistant	4500-135-7200	Regular Government Servant
31	Stenographer	4300-125-6800	Regular Government Servant
32	UDC	4000-100-6000	Regular Government Servant
33	LDC	3400-85-5100	Regular Government Servant
34	Sr Accountant	5500-175-9000	Regular Government Servant
35	Accountant	4500-135-7200	Regular Government Servant
36	Jr Accountant/ Storekeeper	4000-100-6000	Regular Government Servant
37	Accounts Clerk	3400-85-5100	Regular Government Servant

38	Driver	3200-80-4800	Regular Government Servant
39	Peon	2850-55-4170	Regular Government Servant
40	Mali	2850-55-4170	Regular Government Servant
41	Chowkidar	2850-55-4170	Regular Government Servant
42	Cook	2850-55-4170	Regular Government Servant
43	Safaikarmachari	2850-55-4170	Regular Government Servant
44	Jr Engineer	5000-150-9800	Regular Government Servant
45	Sub Jr Engineer	3400-85-5100	Regular Government Servant
46	Planning Assistant	4300-125-6800	Regular Government Servant
47	Sr Munshi	2850-55-4170	Regular Government Servant

Chapter 12
Budget Allocated to Each Agency including Plant etc.
Section 4 91) (b) (xi)

12.1 Details of the plans, programmes and schemes undertaken by the public authority for each agency

Agency	Plans/ programmes/ schemes/ projects/ activity/ purpose for which budget is allocated	Proposed expenditure	Expected outcomes	Report disbursement made or whereas such details are available (website, reports, notice board etc)
Nil				

12.2 Budget allocated for different activities under different schemes/ programmes/ projects

Agency	Plans/ programmes/ schemes/ projects/ activity/ purpose for which budget is allocated	Amount released last year	Amount spent last year	Budget allocated current year	Budget released current year
Nil					

Chapter 13
Manner of Execution of Subsidy Programmes
Section 4 (1) (b) (xii)

13.1 Description of activities/ programmes/ schemes being implemented by the public authority for which subsidy is provided

13.2 Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/ schemes

Name of Programmes/ Activity	Nature/ scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Nil			

13.3 Manner of execution of the subsidy programmes

Name of Programmes/ Activity	Application procedure	Sanction Procedure	Disbursement procedure
Nil			

Chapter 14
Particulars of Recipient of the Concession Permits or Authorization Grant by the
Public Authority
Section 4 (1) (b) (xiii)

14.1 The Names & addresses of the recipient of benefit under each programmes/ schemes

Institutional Beneficiaries

Name of Programmes/ Schemes

SI No	Name & Address of the recipient institutions	Nature/ quantum of benefit granted	Date of Grant	Name & Designation of granting authority
	Nil			

Name of Programmes/ Schemes

SI No	Name & Address of the recipient institutions	Nature/ quantum of benefit granted	Date of Grant	Name & Designation of granting authority
	Nil			

Individual Beneficiaries

Name of Programmes/ Schemes

SI No	Name & Address of the recipient institutions	Nature/ quantum of benefit granted	Date of Grant	Name & Designation of granting authority
	Nil			

Name of Programmes/ Schemes

SI No	Name & Address of the recipient institutions	Nature/ quantum of benefit granted	Date of Grant	Name & Designation of granting authority
	Nil			

Chapter 15
Information Available in Electronic Form
Section 4 (1) (b) x (IV)

15.1 The details of information related to the various, schemes of the department which are available in electronic formats (floppy, CD, VCD, Website, Internet etc)

Electronic format	Description (Site address/ location where available etc)	Contents or title	Designation & address of the custodian of information (held by whom?)
www.sikkimtourism.travel		All information related to Sikkim Tourism	Public Information Officer

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating to the department or records/ documents are made available to the public

Chapter 16
Particulars of facilities available to citizens for obtaining information
Section 4 (1) (b) xv

16.1 Information dissemination mechanisms in place/ facilities available to the public for accessing of information

Facility	Description (Location of facility/ Name etc)	Details of information made available
Notice Board	In all TICs of Sikkim including Siliguri, Kolkata and New Delhi	All information related to Sikkim Tourism
Newspaper Reports	Head office	
Public Announcements		
Information Counter	In all TICs	
Publications	Tourist literature, Coffee Table Book	
Office Library	Head Office	
Websites	www.sikkimtourism.travel	
Other facilities (name)	Kiosks in all TICs	

Chapter 17
Names, Designation and other Particulars of Public Information Officers
Section 4 (1) (b) xvi

17.1 Contact information about the Public Information Officer and Assistant Public Information Officer designated for various offices/ administrative units and Appellate Authority/ Officer(s) for the public authority

Public Information Officer

SI no	Name of Office/ Administrative Unit	Name & Designation of PIO	Office tel: Residence tel: Fax	E mail
1	Tourism Department	Mrs Prava Rai Joint Secretary I	(03592) 202825 (03592) 205647	

Assistant Public Information Officer(s)

SI no	Name of Office/ Administrative Unit	Name & Designation of APIO	Office tel: Residence tel: Fax	E mail
1	Tourism Department	Mr YN Gautam DE (West)	9434103194	
2	Tourism Department	Mr SB Subba DE (North)	9434743243	
3	Tourism Department	Pramod Agarwal DE (South)	9933088009	

Appellate Authority

SI no	Name of Office/ Administrative Unit	Name & Designation of AA	Office tel: Residence tel: Fax	E mail
1	Law Department	Mr R.K. Purkayastha	(03592) 202461	

Chapter 18
Other Useful Information
Section 4 91) (b) x (vii)

18.1 Any other information or details of publications which are of relevance or of use to the citizens

1 NA

2

3

18.2 Information of the department which is excluded under section 8(1) of the act and/ or under Rules of the State Government as a guidance to the public seeking information from the department

Place: Gangtok
Date:

Name & Designation of the officer
Department

(NOTE: Information provided in these chapters should be updated from time to time and revised dated should be mentioned.