

PUNJAB HERITAGE AND TOURISM PROMOTION BOARD

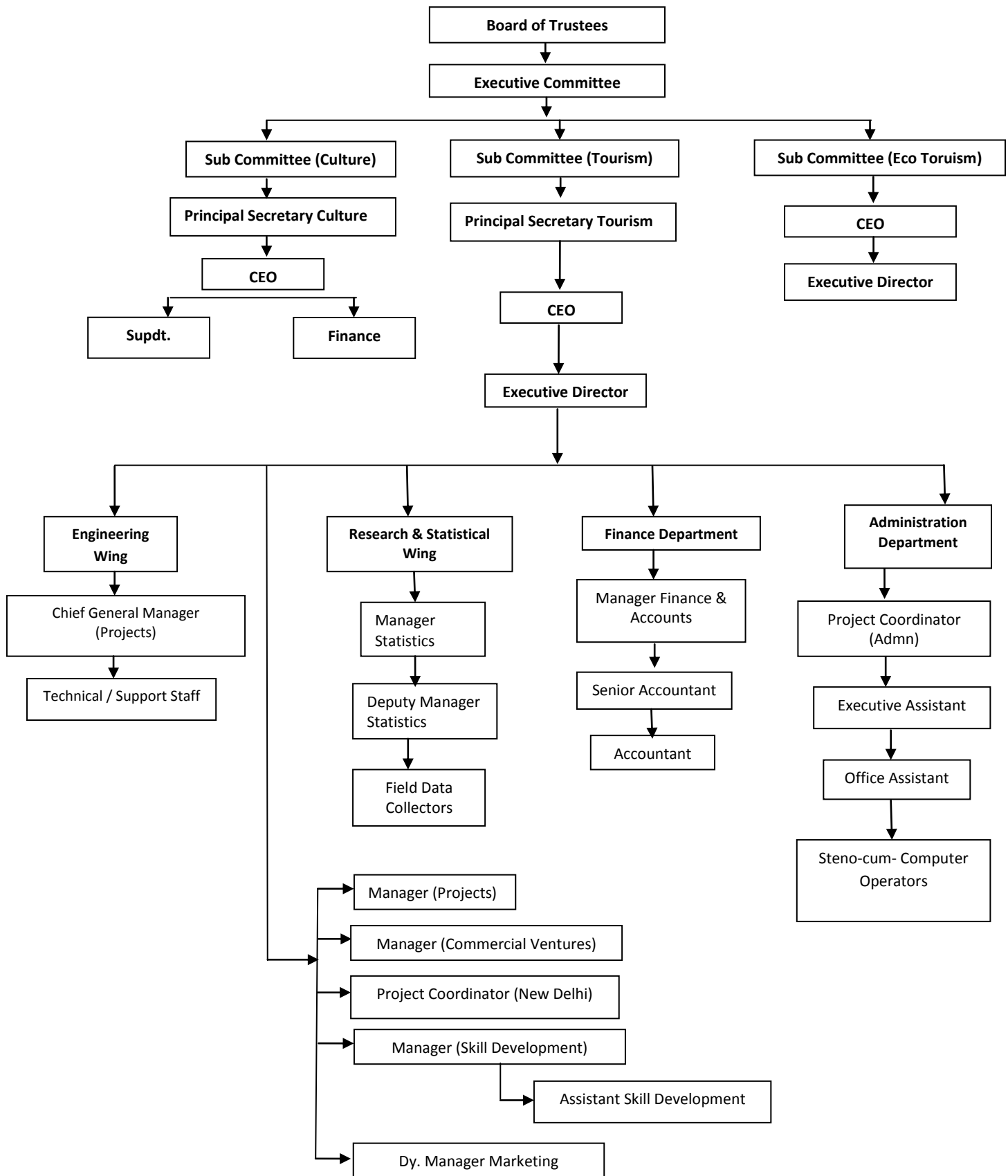
INFORMATION UNDER RTI ACT

Index of 17 Manuals of RTI

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MANUAL – 1

ORGANISATIONAL STRUCTURE OF PUNJAB HERITAGE & TOURISM PROMOTION BOARD



MANUAL 2

ROLE AND POWERS OF THE BOARD OF TRUSTEES

The Board of Trustees shall be the Apex policy making body of the Punjab Heritage & Tourism Promotion Board, and it shall have full powers to do all such acts, deeds and things as are necessary for the purpose of achieving the objectives of the Board and shall exercise general superintendence over the functioning of organs and authorities created under these Byelaws.

POWERS & FUNCTIONS OF THE EXECUTIVE COMMITTEE

- Subject to the general superintendence and control of the Board of Trustees, the Executive Committee shall be fully responsible for the management and administration of the affairs of the Board and shall have the powers to do all such acts, deeds and things as are necessary for the purpose of performing the objectives and functions assigned to the Board.
- Without prejudice to the generality of the foregoing provision, the Executive committee shall have the following powers:-
- Full powers to give administrative and financial sanctions for various activities, projects & works to be undertaken by the Board in pursuance of its objectives;
- Full powers to sanction recurring, non-recurring, contingent, miscellaneous, revenue, and capital expenditure for activities, works, and projects of the Board:
- Provided that information about the expenditure incurred would be put up to the Board of Trustees annually;
- Full powers to place advertisements in various media such as newspapers, magazines, radio, television, internet etc:
- Provided that no advertisements would be placed which are not in consonance with the objectives of the Board or for Government functions which are not within the purview of the Department of Tourism or Department of Cultural Affairs, Archaeology & Museums;
- To prepare and execute specific plans and programmes from time to time for the furtherance of the objectives of the Board and for its efficient management and administration.
- To prepare or cause to be prepared the annual budget of income and expenditure of the Board
- To adjust and settle all accounts relating to the Board Funds and do all acts, deeds and things (including appointment of auditors) necessary therefore.
- To write off irrecoverable losses of stores or of Board's money or loss of revenue or irrecoverable loans and advances and deficiencies and depreciation in the value of stores (other than Motor Vehicles and Motor Cycles) up to Rs. 5.00 Lakhs in a year.

- To condemn motor vehicles up to Rs. 7.00 Lakh (original cost) in each case after they have outlived their life in terms of distance run or time of use in years, as fixed by the Executive Committee
- To declare stores and equipment obsolete, surplus or unserviceable up to Rs. 1.00 Lakh in each case.
- However, all cases of write off of irrecoverable losses of stores or of Board's money and loss of revenue, irrecoverable loans and advances and deficiencies in the value of stores shall be reported to the Board of Trustees in a statement to be annexed to the Annual Accounts. This Statement should cover all writes off ordered during the relevant accounting year. Stores and Equipment declared obsolete, surplus on unserviceable shall be similarly reported.
- To constitute or appoint, with or without remuneration and on such terms and conditions as it may deem proper, any committee of Experts to advise the Board or to monitor its programmes and activities, and to incur all such reasonable expenditure as may be necessary for the purpose;
- To appoint staff after determining its requirement in view of the functions assigned to the Board and the resources available, and fix remuneration & settle other terms & conditions of their employment:
- Provided that all employees of the Board shall be appointed only on contractual basis or taken through outsourcing. However, the Government may, specifically permit the appointment of certain category of employees on deputation from government departments/organizations or from public sector undertakings.
- To file any civil or criminal proceedings and defend all legal proceedings on behalf of the Board and to settle, compromise or compound in or out of court, or refer to arbitration all suits, actions and other proceedings whatsoever;
- To purchase, hire, take on lease any land or building and construct properties for the purpose of carrying out the objects of the Board;
- Subject to the prior approval of the Board, to borrow moneys, to raise loans in the open market or otherwise, on such terms and conditions as may be deemed fit and for the purpose and enter into agreements, assurances and other deeds in relation thereto for giving security for such loans and interest thereon;
- To maintain any immovable properties of the Board in such manner as it shall think fit including making of improvements, repairs or alterations therein and to grant or renew leases of any description in respect of such properties;
- Subject to the approval of the Board of Trustees, to sell, assign, lease out, mortgage or otherwise dispose of any movable or immovable property of the Board:
- Provided that no immovable property (such as land and building) of the Board which has been transferred to the Board by the Government by way of sale, grant, lease etc shall be sold, mortgaged, or leased for a term exceeding 5 years, or otherwise transferred to any non-government entity without the prior written approval of the Government of Punjab.
- To frame Regulations for the efficient administration and management of the Board;

- To enter into legal and other agreements or contracts on behalf of the Board for carrying out the objects of the Board;
- To prescribe the salaries, allowances, remuneration and rates thereof applicable to the different categories and grades of employees of the Board from time to time;
- To authorize the CEO or Additional CEO to issue general or specific orders for regulating functioning of the Board and its offices consistent with the Rules, Regulations, Bylaws and decisions of the Board of Trustees;
- To do all lawful acts, deeds and things as are incidental, ancillary and conducive to the objectives of the Board.

POWERS & DUTIES OF OFFICERS

Sr. No.	Designation
1)	<p><u>Chief General Manager</u></p> <ul style="list-style-type: none"> a. Overall in-charge of all the projects undertaken by the PHTPB including IDIPT and their timely completion. b. Responsible for obtaining detailed project reports including BOQ's and drawings and tender documents etc. deliverables from consultants. c. Responsible for recommending sub projects in IDIPT including selection of subprojects (scope and cost), DPR and bid approvals and handing / taking over of sites after completion of works. d. Responsible for planning, monitoring and overall supervision of works and streamlining works procedures in PHTPB as per rules. e. Responsible for recommending payments to the consultants / others after due verification. f. Responsible for preparation and submission of Utilization Certificates with MFA. g. Any other duties assigned to him by PD/APD (IDIPT), CEO PHTPB and Principal Secretary Tourism from time to time.
2)	<p><u>Manager (Finance & Accounts)</u></p> <ul style="list-style-type: none"> i. All finance accounts and audit matters of PHTPB & PTDC. ii. All finance, accounts and audit related matter of PTDC & Demerged Companies/Joint Venture. iii. Responsible for the management of the receipts from the lease / contracts of the properties under PPP. iv. Responsible for the all kinds of tax related matters of PTDC and PHTPB v. Responsible for policy level initiatives for financial matters in PHTPB including cost of works, bid approvals and payment / reimbursement / accounts and audit related issues of contracts. vi. Responsible for timely transfer/allotment of funds/budgets (including reimbursement, imprest, advance, loan etc.) from GoP, Gol, MoT etc. and all such agencies for various projects of the Board. vii. Responsible for all correspondence and pursuance related to making above provisions. viii. Authorized officer of the Board for reconciliation of the funds received from MoT, Gol. ix. Responsible for ensuring validity (including timely extensions) and authenticity of bid securities, security deposits, bank guarantee, earnest money, performance guarantee etc. from Contractors/ Consultants/ bidders. x. Will jointly sign UC's after due verification from a/c records. xi. Any other work may be assigned from time to time.

Sr. No.	Designation
3)	<p><u>Project Coordinator (Admn)</u></p> <ul style="list-style-type: none"> i. All establishment and administrative matters of PHTPB and PTDC. ii. Convening of Board, EC & Sub-Committee meetings of PHTPB and recording/issuance of minutes thereof. iii. Convening meeting of CM, Dy. CM, CS, PST-cum-CEO, Addl. CEO, PHTPB and Chairperson/MD, PTDC as and when required. iv. All matters, Court Cases, RTI of PTDC, Amirtsar Hotel Limited, Gulmohar Tourist Complex Ltd., Neem Chameli Co., Satkar Holiday Resorts. v. To sanction leave of the PTDC outsourced employees. vi. All the matters related to management of PTDC properties vii. All matters related to court cases of PHTPB & PTDC viii. All matters related to RTI cases of PHTPB & PTDC ix. Nodal Officer for Court Cases x. Nodal Officer for Punjab Ashok Hotel Ltd. xi. Public Information Officer, PHTPB & APIO PTDC. xii. VIP References xiii. Lok Sabha & Vidhan Sabha Questions/Assurances xiv. Maintenance of Office Building, House Keeping, Vehicles etc. xv. Any other work which may be assigned from time to time.
4)	<p><u>Manager Research & Statistics</u></p> <ul style="list-style-type: none"> i. Acting as Head of the Statistical Unit. ii. Collection, compilation and dissemination of tourist statistics. iii. Management of Tourist Information Centres, Supervision and coordination with Tourist Officers/Guides and the assessment of their performance. iv. Liaison with Tourism /Hotel Industry for collecting data and representation of issues related with the hotel industry. v. Custodian of all publication/printed materials and literature & distribution to TIC's/ Agencies/ other departments vi. Distribution of Publicity Materials vii. Hotel Policy: Formulation of Policy on Tourism units. viii. Safety and security of Tourists in Punjab. ix. Inspection of hotels for classification as a member of classification committee in Punjab as per the GoI Guidelines. x. Sending data on tourist to the MoT, GoI. xi. Reporting on Statistical issues. xii. Reporting of Important Tourism related news/information xiii. Any other work may be assigned from time to time.
5)	<p><u>Manager Projects</u></p> <ul style="list-style-type: none"> i. Content Development of Publicity Material i.e. Website, Brochure, Tourist Map, News Letter etc. ii. Printing of Publicity Materials iii. Arranging Funds from MoT, GoI/State Govt. for publicity material and related activities iv. Matter related to Empanelled Agencies (Advertisement and Event Management) v. Organizing events/festivals, Participation in Road Shows vi. Support Marketing Activity to Manager Marketing

Sr. No.	Designation
	<ul style="list-style-type: none"> vii. All matters related to Heritage / Punj Sarovar Walks / all walks viii. Tented Accommodation, Bed & Breakfast Scheme, Farm Tourism Scheme, Dhaba Scheme and other Tourism Product Development & Promotion including all training/capacity building. ix. All matters related to Rural Tourism x. Cinematic Tourism xi. Any other work may be assigned from time to time.
6)	<p><u>Manager Commercial Venture</u></p> <ul style="list-style-type: none"> i. All matters related to PPP properties ii. Contract Management of Lease iii. Eco-Tourism iv. Any other work may be assigned from time to time
7)	<p><u>Project Coordinator (New Delhi)</u></p> <ul style="list-style-type: none"> i. Liasioning and attending meeting in MoT in other department of Government of India ii. Communication with Head Quarter iii. Management and Operation of TIC Delhi iv. Management and Operation of Dilli Haat outlet. v. Liasioning and coordination with representatives of Tourism Industry (Hotel Associations, Travel Agents, Tour Operators etc.) at Delhi for promotion of Punjab Tourism. vi. Member of Special cell which is to coordinate and get details of all schemes at various ministries related to Culture and Tourism projects of the Govt of India, in addition to implementation of projects through Govt. schemes related to UNESCO and UNWTO. vii. Any other work may be assigned from time to time.
8)	<p><u>Deputy Manager Marketing</u></p> <ul style="list-style-type: none"> • Participation in Domestic and International Travel and Trade fairs. (Major Activity) , Trade Fairs, Travel Exhibition, Events. • FAM Trips (Familiarization trips to Punjab, for Travel writers, bloggers, Tour Operators, Travel agents, Media and Journalists) to cover the experience later in the travel magazines. • Conducting tours to Punjab through empanelled Tour operators, for Delhi Govt schools, under Yuva Tour scheme by Directorate of Education, Delhi
9)	<p><u>Deputy Manager Statistics</u></p> <p>Collection, Compilation of Statistics on Tourists/Visitors coming to the State from all accommodation Units. Updation of directory of accommodation units in the state including Hotels, Guest/Rest Houses, Bed & Breakfast units, Farm Houses, Tented Acc. Units, other units etc. Liaison with the Tourist Officers and data field collectors with respect to collection of Statistics through them.</p>

MANUAL 3

Decision making process, including Channels of Supervision and Accountability

The Decision making process & there channel is given below:-

- 1) Board of Trustees → Executive Committee →
Sub Committee (Eco Tourism) → CEO → Executive Director

- 2) Board of Trustees → Executive Committee → Sub Committee (Tourism) →
Principal Secretary Tourism → CEO → Executive Director

- 3) Board of Trustees → Executive Committee → Sub Committee (Culture) →
Principal Secretary Culture → CEO → Supdt.

Accountability

All the staff/Officers are deployed though outsourcing agency & in case of any major laps they can be removed.

MANUAL 4

Norms set for the discharge of functions

As & when the PUC is received, that is to be disposed off quickly & there should be no pendency. Monthly review meeting is held by Principal Secretary Tourism/CEO/ED to review the work related to various officers/officials.

MANUAL 5

**The Rules, Regulations, Instructions, Manuals And Records Held
Under Its Control Or Used By Employees For Discharging
Functions**

No policy formed

MANUAL 6

Statement of categories of the documents that are held by board

Bye-Laws & Orders are framed, and implemented.

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 or administration thereof

Advice/Suggestions from the experts in the field of culture/heritage is taken from time to time as per the needs of the projects. Meetings & Presentations are held to arrive at the best possible solution.

Assistance & Support of Punjab Infrastructure & Development Board (PIDB) is taken from time to time.

MANUAL 8

statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

The minutes of meetings of Board of Trustees of Punjab Heritage and Tourism Promotion Board can be seen on Punjab Tourism Website (www.punjabtourism.gov.in).

MANUAL 9**A DIRECTORY OF OFFICERS AND EMPLOYEES**

S No.	Name of officer/official & Designation	Contact No.	Address
1.	Mr. Vikas Partap, IAS Secretary Tourism	M: 9876633500 O: 0172-2742920	# 262, Sector 16 A, Chandigarh Chandigarh
2.	Mr. Shivdular Singh Dhillon, IAS Chief Executive Officer	M: 9914272444 O: 0172-2699263	The Benediction 2, Stadium Road, Patiala, Punjab
3.	Mr. Basanta Raj Kumar, IFS Executive Director	M: 9814310783 O: 0172-5042955	# 336, Sector 22 A, Chandigarh.
<u>DIRECTORY OF OUTSOURCED EMPLOYEES</u>			
4.	Mr. Yogesh Gupta Chief General Manager	M: 9888907705	# 535-P, MDC Sector- 6, Panchkula, Haryana
5.	Sh. S. P. Singh Dhindsa Project Coordinator (Admin)	M: 98153-34444 O: 0172-5042954	#2156, Sec 15-C, Chandigarh
6.	Mr. K. L. Malhotra, Manager (Skill Development)	M: 9501109738	# 2027 C, Sector 63, Chandigarh Housing Board, Chandigarh
7.	Mrs. Ridhi Bhatia Manager (Commercial Ventures)	M: 98153-80188	H. No. 108, Monarch Apartments, VIP Road, Zirakpur, Distt. Mohali
8.	Ms. Alka Kapoor, Manager (Projects)	M: 8699018765	H. No. 765 Sector 22A Chandigarh 160022
9.	Mr. Harsimran Bhullar, Manager (Projects)	M: 99152-30007	H. No. 306, Yuva Apartments, GH-6, Mansa Devi Complex, Sector-6, Panchkula
10.	Mrs. Roshni Puri, Project Manager (Delhi)	M: 98103-56943	B-17, 1 st Floor, Defence Colony, New Delhi-110024
11.	Mrs. Urmiljit Khosa Manager (Statistics)	M: 98554- 85268	# 460, Sec 78, Mohali.
12.	Ms. Sapna Manchanda Deputy Manager (Statistics)	M: 98880-57509	H. No. 3180, Sector- 23 D, Chandigarh
13.	Mr. Anmol Nidhi, Dy. Manager Marketing	M: 96462-37048	H. No. 1652, Sector- 33 D, Chandigarh

S No.	Name of officer/official & Designation	Contact No.	Address
14.	Mrs. Rajini Pandey Sr. Accountant	M 95016-75858	#348, Milk Colony, Dhanas (UT), Chandigarh.
15.	Ms. Harjot Kaur, Accountant	M: 99155-82005	#3206, Defence Society, Sector 51 D, Chandigarh
16.	Mr. Inderpal Singh Executive Assistant	M: 98156-80362	#264, Phase 3B1, Sector 60, SAS Nagar.
17.	Mrs. Charanjeet Kaur, Office Assistant	M: 96466-07375	#167, Green Enclave, Sector 118, Opp. Village Daon, Mohali
18.	Mr. Naresh Kumar, Assistant (Skill Development)	M: 9888391733	Gali No. 8, Bhagat Singh Nagar, Barwala Road, Dera Bassi- 140507
19.	Mr. Surinder Shahi, Computer Operator	Res: 01762-283569	Village – Meerpur, PO Mubaraqpur, Distt. Mohali
20.	Mrs. Mandeep Kaur, Computer Operator	M: 80542-69447	# 420, Sector-20, Chandigarh
21.	Mr. Gurpreet Singh, Computer Operator	M: 98765-79893	VPO Palheri, Tehsil Kharar, Distt. SAS Nagar, Punjab
22.	Mr. Vinod, Peon	M: 97798-42781	H. No. 740-41, Phase I, Inds. Area, Ramdarbar, Chandigarh
23.	Mr. Amit Kumar, Peon	M: 97815-26923	H. No. 1526, Sector- 41 B, Chandigarh
24.	Mr. Amanpreet Singh, Peon	M: 9888669101	# 71, VPO Badheri, Sector- 41 D, Chandigarh
25.	Mr. Pushpendra Kumar, Peon	NA	Village Nandpur, Kanpur Dehat, Uttar Pradesh-209301
26.	Mr. Kishan, Mali	M 98159-17136	# 602, Sector- 25 A, Chandigarh
27.	Mr. Sunil Kumar, Sweeper	M: 9914798484	# 4348 B, Sector 46 D, Chandigarh

MANUAL 10**MONTHLY REMUNERATION RECEIVED BY
EACH OF OUTSOURCED OFFICER AND EMPLOYEES**

S.NO	DESIGNATION	Rate of Pay
1	Chief General Manager	81,000/-
2	Project Coordinator (Admn) cum Manager (Finance & Accounts)	71,112/-
3	Manager (Skill Development)	64,420/-
4	Manager (Projects)	67,482/-
5	Manager (Commercial Ventures)	60,331/-
6	Manager (Statistics)	69,164/-
7	Project Coordinator (Delhi)	58,685/-
8	Deputy Manager (Marketing)	37,921/-
9	Deputy Manager (Statistics)	52,562/-
10	Field Data Collector	24,563/-
11	Sr. Accountant	27,500/-
12	Executive Assistant	33,000/-
13	Accountant	Chandigarh DC Rates
14	Office Assistant	Chandigarh DC Rates
15	Computer Operator	Chandigarh DC Rates
16	Driver	Chandigarh DC Rates
17	Peon	Chandigarh DC Rates
18	Mali	Chandigarh DC Rates
19	Sweeper	Chandigarh DC Rates

MANUAL 11

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Contd. on Next page

Budget Estimates for the F.Y. 2016-17

		<i>(Figure in lacs)</i>		
			Estimates 2016-17	Actuals 2015 16
(i)	Opening Balance	4347.04		2674.19
(iii)	Bank Balance	50.00		56.31
	<i>Sub Total</i>	4397.04	4397.04	2730.50
A	<u>Receipts</u>			
	Financial Assistance			
A-1	<u>Tourism</u>			
(i)	State (as per annexure 1)	214.00		808.00
(ii)	Centre (as per annexure- 1)	762.08		1437.73
(iii)	Other Sources (PIDB) (as per annexure 2)	1174.00		326.00
	<i>Sub Total A-1(i)+A-1(ii)+A-1(iii)</i>	2150.08	2150.08	2571.73
A-2	<u>Receipts from Lease Rent Property transfer from PTDC - PHTPB</u>			
(i)	Fast Food Counter Kurali	4.11		3.58
(ii)	Fast Food Counter Morinda	3.31		2.89
(iii)	Rajindera Kothi Patiala (Neemrana Hotel)	20.00		18.19
(iv)	Tourist Complex Faridkot	1.44		1.44
(v)	Water Lilly Ropar	13.13		13.13
(vi)	Tourist Complex Shambhu	5.51		5.51
(vii)	Tourist Complex Nidampur	1.50		1.50
(viii)	Dilli Haat (Food Stall)	6.98		6.48
(ix)	Car Parking Border Amritsar	0.50		0.47
(x)	Heritage Village Amritsar	19.44		0.00
(xi)	Interest on FDR's	315.00		300.02
(xii)	Farm/Eco Tourism Fees	0.50		0.44
(xiii)	Bed & Breakfast Schemes	0.40		0.32
(xiv)	Dhaba Schemes	0.25		0.19
(xv)	Sale of Books /Tender	1.30		1.17
(xvi)	Trade fair participation fees	15.00		11.87
	Total Receipts	408.37	408.37	367.20
B	<u>Expenditure</u>			
B-1	<u>Committed Liability</u>			
(i)	Payment to service Provider (Salary/Retaining Charges etc.)	90.00	90.00	80.00
B-2	<u>Contingent Expenditure</u>			

		<i>(Figure in lacs)</i>		
			Estimates 2016-17	Actuals 2015 16
B-2.1	Recurring Expenses (PHTPB)			
(i)	Fuel & Lubricants of Vehicles	2.20		2.17
(ii)	Repair & maintenance office Vehicles	0.30		0.26
(iii)	Insurance Charges of Vehicles	0.10		0.06
(iv)	Newspapers & Periodicals Expenses	0.15		0.13
(v)	Meeting Expenses	0.75		0.70
(vi)	Staff Welfare Expenses	0.10		0.08
(vii)	Printing & Stationery Expenses	0.90		0.86
(viii)	Postage & Courier Expenses	0.25		0.19
(ix)	Telephone/Internet Expenses	0.30		2.60
(x)	Repair & maintenance office Equipments	2.60		2.52
(xi)	Electricity & Water Charges	3.75		3.63
(xii)	Miscellaneous expenses	0.10		0.09
(xiii)	Licence fees/Lease Rent Expenses	9.50		9.14
(xiv)	Office Expenses	2.50		2.08
	<i>Sub Total B-2.1</i>	23.50	23.50	24.51
B-2.2	Recurring Expenses (UNWTO)	1.00	1.00	1.00
B-2.3	Non Recurring Expenses-PHTPB			
(i)	Air Conditioner	0.50		0.00
(ii)	Computer	1.00		1.03
(iii)	Furniture & Fixtures	1.00		0.00
(iv)	Office Equipments	0.50		0.00
(v)	Electronic Equipments	0.50		0.03
	<i>Sub Total B-2.3</i>	3.50	3.50	1.06
	Total Contingent Expenses (B-2.1 + B-2.2 + B-2.3)	28.00		26.57
B-2.4	Taxes & Liabilities			
(i)	TDS on FDR 2015-16	35.00		30.75
(ii)	Refund to MOT GOI including interest	0.00		0.00
	<i>Sub Total B-2.4</i>	35.00	35.00	30.75
C-1	Marketing Expenses PHTPB			
(i)	Retainership Charges	3.00		7.40
(ii)	Expenses in Road Show	6.00		5.55
(iii)	Expenses in J & K Travel Mart	2.50		2.10

		(Figure in lacs)	
		Estimates 2016-17	Actuals 2015 16
(iv)	Trade Fair Participation Expenses	90.00	78.00
(v)	Mukh Mantri Teerath Darshan Yatra Schemes	20.00	18.24
(vi)	Expense in Know India Programme	5.50	5.17
(vii)	Seminar/Exhibition/ Workshops/Business Promotion Expenses	12.00	9.60
(viii)	Eco/Farm Tourism Expenses	6.00	5.87
(ix)	Printing & Stationery Chargeable to Marketing	9.00	8.45
(x)	Training and Member Ship Expenses	0.50	0.25
(xi)	Advertisement Expenses (Chargeable to Marketing)	0.25	0.21
(xii)	Website Maintenance Expenses	0.20	0.11
<i>Sub Total C-1.</i>		154.95	154.95
D Expenses out of Financial Assistance			
D-1 Project related expenses - Tourism			
(a)	Projects Supervision Expenses	62.90	57.89
(b)	Payment to consultants	5.00	2.36
(c)	Project related expenses	550.00	545.92
(d)	Payment to ITI & Colleges (under Hunar-Se-Rozgar/Hospitality Courses)	149.11	239.75
(e)	Out of Other sources PIDB	326.00	326.00
(f)	Earnest Money/Security Retained (adjustable/refundable on completion of work in final bill)	50.00	33.55
<i>Sub Total D-1</i>		1143.01	1143.01
Total Expenditure		1450.96	1483.74
Less Expenditure for UNWTO		1.00	1.00
Net Expenditure for PHTPB		1449.96	1482.74

MANUAL 12

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

There is no direct dealing with public & as such no subsidy programmes are held.

MANUAL 13

**Particulars of recipients of concessions, permits or authorizations
granted by us**

NIL

MANUAL 14

Details in respect of the information available or held by the board reduced in an electronic form

The Board is maintaining its own website namely **www.punjabtourism.gov.in** and all information is available on it. The website is updated regularly from time to time.

MANUAL 15

The Particulars of The Facilities Available To Citizens For Obtaining Information, Including The Working Hours of Library Or Reading Room, If Maintained For Public Use

The literature regarding various projects & activities is available with the office & is distributed at the time of various functions, fairs & can be supplied on demand. Achievements & activities in the shape of catalogue & News Letters (The Legend) are under circulation.

MANUAL 16**NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
RTI OFFICERS**

The following Officers have been designated as RTI Officers in the Board

Sr. No.	Post of Officer	Designation	Telephone No.	Address
1	Appellate Authority	Chief Executive Officer	0172-2699263	Plot No. 3, Sector -38 A, Chandigarh
2	Public Information Officer	Project Coordinator (Admn.)	0172-5042954	Plot No. 3, Sector -38 A, Chandigarh
3	Assistant Public Information Officer	Assistant / Superintendent	0172-5042954	Plot No. 3, Sector -38 A, Chandigarh

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SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

NIL