

# **Chapter 1**

## **Introduction**

### **1.1 Please throw light on the background of this handbook (Right to Information Act –2005)**

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Govt of Jammu & Kashmir enacted the Right to Information Act, 2009.

Tourism Development Authority, Kargil has also been Obligated for effective implementation of J&K RTI Act, 2009. This handbook may prove helpful in getting information about Tourism Development Authority, Kargil and its functioning.

### **1.2 Objective/purpose of this handbook**

Objective: The main objective of this handbook is to provide basic information to the citizens about the functioning Tourism Development Authority, Kargil.

### **1.3 Who are the intended users of this handbook?**

- Members of Parliament and State legislature, Concerned
- Ministry, Departments of Central Govt, State Govts. and various NGOs.
- Officers working in various departments either directly or indirectly concerned with the programme.
- **Public at large**

### **1.4 Organisation of the information in this handbook?**

The information in the handbook is organized in the following sequence. Manual – 1, Manual – 2, Manual –3....., Manual - 17.

## **1.5 Definitions (Please provide definitions of various terms used in the handbook).**

TDA : Tourism Development Authority .  
RTI Act : Right to Information Act.  
TDAR: Tourism Development Authority, Kargil .  
CCS: Centrally Sponsored Scheme.  
SSC: State Sector Scheme.  
LAHDC: Ladakh Autonomous Hill Development Council

## **1.6 Contact Person:**

Urgain Loondup KAS  
Chief Executive Officer,  
Tourism Development Authority, Kargil.  
Phone: 232137.

## **1.7 Procedure and Fee Structure for getting information**

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

## **Chapter-2 (Manual –1)**

### **PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES**

#### **2.1 Objective/Purpose of Tourism Development Authority.**

- *Development and maintenance of basic tourism infrastructure and facilities at Tourism destination.*
- *Promote quantity accommodation including home stay.*
- *Facilitate development of accommodation for all customer segments through serviced apartments, cottages, camping site, dormitories, youth hostels and Yatiri Niwas and Tourist Destination.*

#### **2.2 Mission/vision statement of the public authority**

##### ***Vision Statement***

To promote tourism and to make tourism principle engine of economic development in Lakah by creating tourist infrastructure. To develop Kargil Lakah as a dynamic sustainable and most forwarded tourism destination. To enable tourism to contribute to social and economic well being at local level.

#### **2.3 Brief history of Tourism Dev. Authority, Kargil.**

The Tourism Development Authority Kargil was established under section 3 of J&K development Act. 1970 in the month of Dec. 2006 by posting of Chief Executive Officer. Since then it has undertaken many Centrally Sponsored Scheme and State Sector Scheme in order to provide facilities to tourist.

#### **2.4 Duties of Tourism Development Authority**

##### **The duties of Tourism Dev. Authority involve functioning as:**

- To prepare plans and implement infrastructure developmental works under State and Centrally Sponsored Schemes.
- To outsource the assets created by this Authority in order to generate revenue.

## 2.5 Main activities/ functions of Tourism Dev. Authority:

- To implement various infrastructure development works under Centrally Sponsored Scheme and State Sector Scheme.

## 2.6 List of works under taken by Tourism Development Authority since its establishment.

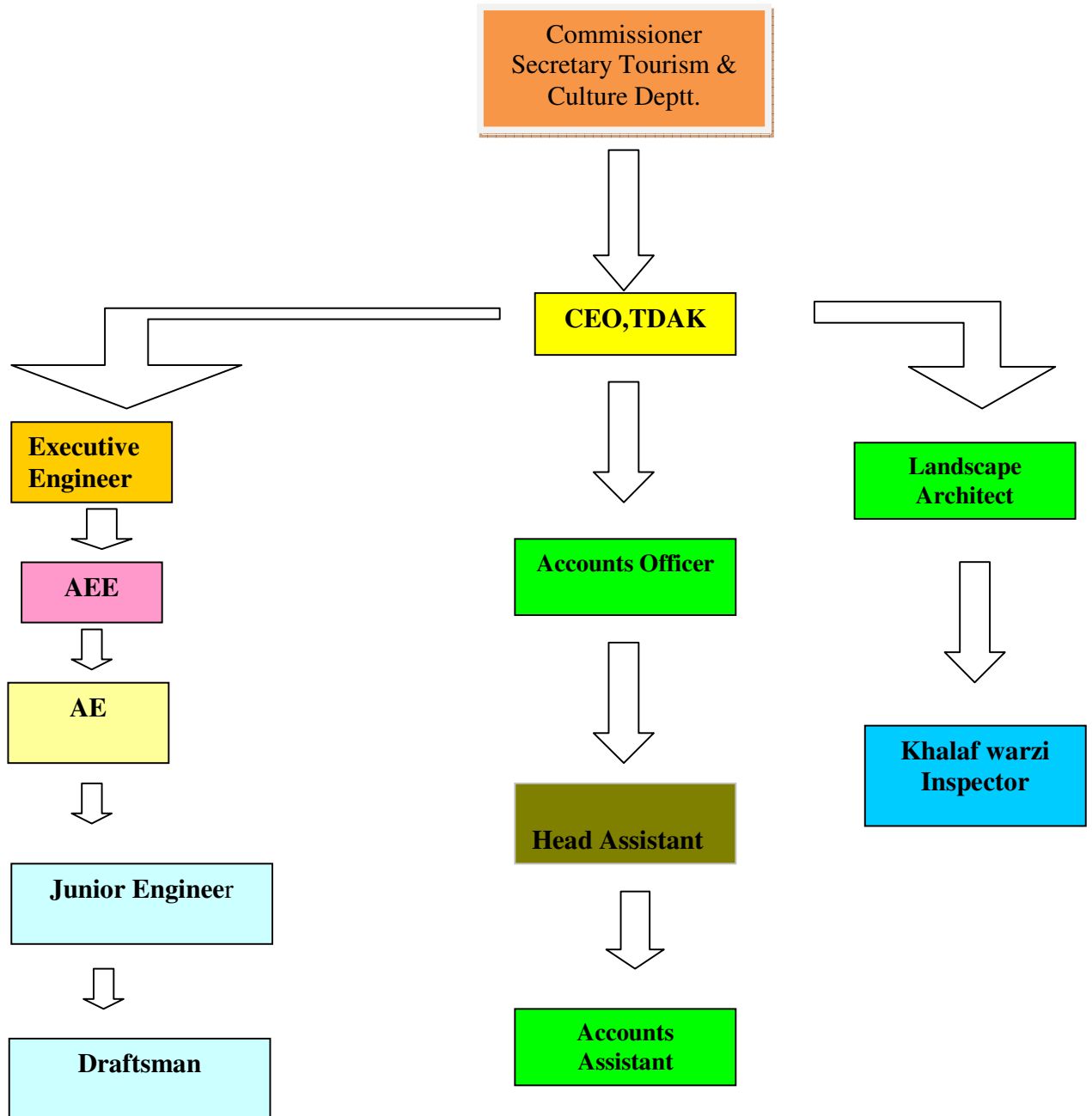
### Centrally Sponsored Scheme:

- |   |           |
|---|-----------|
| • Development of Kargil as Tourist destination.   | Complete. |
| • Dev. Of Drass- Panikhar as Tourist destination.   | Complete. |
| • Dev. Of Drass- Sankoo as Tourist destination.   | Complete. |
| • Preservation /Beautification of Historical Monuments and way side facilities under Dev. Of Kargil as Tourist destination Phase-I. | on going. |
| • Development of Tourist Infrastructure in Kargil under Destination Dev. Scheme Phase- 1 <sup>st</sup> .                            | -do-      |

### State Sector Scheme:

- Office building.
- Preservation/ Remodeling of Rgyaldingchey Monastery at Mulbekh.
- Preservation/ Renovation of Historical Zairat at Feekar at Yourbaltak.
- Construction of VIP Guest House and leveling of ground at Footing Gompa Khachey Fookar.
- Construction of Prefabricate hut at War Memorial at Drass.
- Construction of Imam Bargarh Sankoo .
- Construction of Public Convenience & Picnic Spot at Olikhoto at Chiktan.
- Renovation of Imam Bargah at Brakoo.
- Renovation of Imam Bargah at Pattoo.
- Renovation / Repairs of Masjid Sharif at Shakar.
- Construction of Imam Bargarh at Sangrah.
- Construction of Public Gathering at Garkone.
- Preservation of Historical Asthana at Grong Silmoo at Kargil.

2.7 ORGANISATIONAL CHART OF TOURISM DEVELOPMENT AUTHORITY KARGIL



## **2.8 Expectation of the public authority from the public for Enhancing its effectiveness and efficiency:**

The general public is expected to send their feedback about the programmes run by the Authority.

## **2.9 Mechanism available for monitoring the service delivery and public grievance resolution.**

Any specific information/grievance related to works and beneficiaries and other Areas of Concern of the department is addressed immediately by Chief Executive Officer Tourism Dev. Authority, Kargil. It may be in the form of Letter, Fax, Telephone, E-mail etc.

## **2.10 Addresses of the main office and other offices at different levels.**

Main Office: Office of the Chief Executive Officer Tourism Dev. Authority  
Bemathang Kargil.  
Kargil Ladakh.  
Pin. 194103.

2.11 Morning hours of the office: 10 am  
Closing hours of the office: 4.00pm  
(six days a week).

## Chapter-3 (Manual-2)

### Powers and Duties of Officers and Employees

#### 3.1 Please provide details of the powers and duties of officers and employees of the organization.

##### **Chief Executive Officer Tourism Development Authority, Kargil.**

###### **Administrative Power:-**

He is the Head of office in charge of establishment and administration of Authority.

###### **Duties:-**

1. He is also overall in-charge of all schemes implemented by the Chief Executive Officer.
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to Commissioner Secretary Tourism & Culture Department.
3. Conduct of Review Meeting for assessing the performance of the schemes & take corrective action and submission of Reports to the Higher Authorities.

##### **Executive Engineer Tourism Development Authority Kargil.**

###### **Administrative Power:**

- I. Technical Officer of scheme and works implemented by the Department
- II. Financial Power:
  1. Accord Technical sanction for estimates
  2. Finalize tender

###### **Duties**

2. His role is to supervise the implementation of the Schemes.  
Providing guidance to the AAE/Junior Engineers in the execution of all civil works  
Field inspection and monitoring of all Civil Works

##### **Accounts Officers**

###### **I. Powers:-**

- To ensure that there is no decision of funds.
- To ensure economy in expenditure.
- To keep watch on expenditure and see if the expenditure does not exceed midget estimate.

## Chapter – 4 (Manual –3)

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

<b>S No</b>	<b>Name of the Act/rules etc</b>	<b>Brief Gist</b>	<b>Reference no if any</b>	<b>Priced</b>
1.	Detailed Project Report	Schemes sanctioned by the State/ Centre.	--	CEOs Office



## **Chapter – 5 (Manual – 4)**

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 implementation thereof

### **Formulation of Policy:**

Being a department of the Govt of Jammu & Kashmir, it is not empowered to formulate policies for the public. However, in respect of its own activities public can respond through letters, emails, Complaint box, guest book in the office etc.

### **Implementation of Policy:**

Consultation / participation of public is not mandatory.

## Chapter – 6 (Manual – 5)

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

**6.1. Use the format given below to give the information about the official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing Others).**

<b>S No</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by /under control of</b>
1.	Norms/ Guidlines	All schemes implemented by the Authority.	By an application and the price for Photo copy	CEO
2.	Plans	Action plan of the various schemes	By an application and the price for Photo copy	CEO

## Chapter – 7 (Manual – 6)

### A statement of boards, council, committees and other bodies constituted as its part

The department comes under J&K Tourism. The Governing body of the this Authority is listed as below.

1. Hon'ble Minister for Tourism & Culture J&K Government.
2. Concerned Member of Legislative Assembly (MLA).
3. Hon'ble Chief Executive Councilor LAHDC, Argil.
4. Minister of State for Tourism, Home and Urban Dev. J&K Government.
5. Commissioner Secretary, Tourism Department J&K Government.
6. Director, Tourism Kashmir.
7. Chief Executive Officer, Kargil Development Authority.
8. Chief Town Planner, J&K State.
9. Executive Engineer, Kargil Development Authority.
10. Assistant Director, Planning Tourism Department J&K Government.

## Chapter- 8 (Manual – 7)

### The names, designation and other particulars of the Public Information Officers

#### Assistant Public Information Officer

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Post Vacant							

#### Public Information Officers:

S. No	Name	Desig.	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Sajjad Ahmad Kumar	AO	01985	232090	Nil	232137	<a href="mailto:Sajjadahmad@gmail.com">Sajjadahmad@gmail.com</a>	Tourism Dev. Authority Bemathang Kargil.

#### District Appellate Authority:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Urgain loondup	Chief Executive Officer	01985	232137	Nil	232137		Tourism Dev. Authority Bemathang Kargil.

## Chapter – 9 (Manual – 8)

### Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

As per the Manual on Office Procedure.

- 9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as any other Government Department

- 9.3 What are the arrangements made to communicate the decision to the public?

Through the Information Department and also through public notices, radio broadcasts

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

Commissioner Secretary/ CEO, Deputy Commissioner, LAHDC, Kargil.

- 9.5 Who is the final authority that vets the decision?

General Council and Deputy Commissioner.

**Chapter – 10 (Manual – 9)**  
**Directory of Officers and Employee**

Sr. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
1.	Urgain loondup	CEO	01985	232137	-do-		Tourism Dev. Authority Bemathang Kargil.
2.	Sajjad Ahmad Kumar	AO	01985	232090	-		Tourism Dev. Authority Bemathang Kargil.
3.	Haji Mohammad Hussain	Xen	01985	232150	-		Tourism Dev. Authority Bemathang Kargil.
4.	Mohammad Siddiq Var	Jr. Engg.	01985	Nil	-		Tourism Dev. Authority Bemathang Kargil.
5.	Ghulam Rasool	Head Assistnt	01985	Nil	-		Tourism Dev. Authority Bemathang Kargil.
6.	Nissar Ahmad	Senior Assistant	01985	Nil	-		Tourism Dev. Authority Bemathang Kargil.
7.	Mohammad Mukhtar	Accounts Assistant	01985	Nil	-		Tourism Dev. Authority Bemathang Kargil.
8.	Shahar Banoo	Draftsman	01985	Nil	-		Tourism Dev. Authority Bemathang Kargil.

## Chapter – 11 (Manual – 10)

### The Monthly Remuneration Received By Each of its Officers and Employees Including the System of Compensation as Provided in Regulations

<b>S. No</b>	<b>Name of the Officer/Official</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Pay as on 01-04-2009</b>	<b>Grade Pay</b>	<b>Total Pay + Grade Pay</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	Mr. Urgain Loondup	CEO	15600-39100	28180.00	6600.00	34750.00
2.	Haji Mohammad Hussain	Executive Engineer	9300-34800	30890.00	5600.00	36490.00
3.	Mr. Sajjad Ahmad Kumar	Accounts Officer	9300-34800	14470.00	4800.00	19270.00
4.	Mr. Mohammad Siddiq Var	Junior Engineer	9300-34800	21270.00	4200.00	25670.00
5.	Mr. Ghulam Rasool	Head Assistant	9300-34800	12670.00	2400.00	15070.00
6.	Mr. Nissar Ahmad	Senior Assistant	5200-20200	9390.00	2400.00	11790.00
7.	Mrs. Shahar Banoo	Draftsman	5200-20200	9750.00	2400.00	12150.00
8.	Mr. Mohammad Mukhtar	Accounts Assistant	5200-20200	9060	2800.00	11860.00

## Chapter –12 (Manual – 11)

The Budget Allocated to each Agency (Particulars of all plans, proposed Expenditures and reports on disbursement made)

Major Head	Activities to be performed	Sanctioned Budget 2013-14	Budget estimate 2014-15	Revised Estimate 2013-14	Expenditure for the last year
Non Plan	Salaries Contingent	50.20	65.23	57.50	45.41

### Non Plan

Name of the scheme	Activities to be undertaken	Sanctioned project	Amount released	Expenditure as on 31-03-2011	Physical Status
PM's Reconstruction Programme.	Development of Kargil as a Tourist Destination	484.47 lacs	484.47 lacs	484.47 lacs	Complete.
-do-	Development of Drass-Panikhar as a Tourist Destination.	241.70 lacs	241.70 lacs	241.70 lacs	Complete.
-do-	Development of Drass-Sankoo as a Tourist Destination.	472.32 lacs.	472.32 lacs.	472.32 lacs.	Complete.
-do-	Preservation / Beautification of Historical Monuments and way side facilities under development of Kargil a Tourist Destination Phase-1.	415.61 lacs.	331.48 lacs.	331.48 lacs.	Ongoing.
-do-	Development of Tourist Infrastructure in Kargil Destination Dev. Scheme Phase-1 <sup>st</sup> .	444.74 lacs.	88.94 lacs.	88.94 lacs.	Ongoing.



<b>State Sector Scheme</b>	<b>Activities to be undertaken</b>	<b>Sanctioned project</b>	<b>Amount released</b>	<b>Expenditure as on 31-03-2011</b>	<b>Physical Status</b>
-do-	Office building.	66.00	61.28	4.72	98% complete
-do-	Construction of Pre-fabricated huts at Bhimbet Drass.	84.75	42.63	30.00	60% complete
-do-	Construction of Public Park and renovation of Imam Bargah at Sankoo.	106.45	59.28	26.00	90% complete
-do-	Construction of Public Convenience / Café and Constt. Of Picnic Spot Olikotu at Chiktan	55.43	8.20	23.00	70% complete
-do-	Construction of VIP Guest House and leveling of ground at Fotang Gompa Khachey Fokar.	74.42	11.71	23.00	80% complete
-do-	Renovation of Imambargah at Tickat.	Under submission	--	8.00	20% complete
-do-	Renovation of Lakhang Monastery at Budhkharboo	Under submission	--	8.00	20% complete
-do-	Preservation of Historical Khankah at Feekar Yourbaltak.	104.03	17.33	8.70	30% complete
-do-	Preservation / remolding of Rgyaldingchey Monastery at Mulbekh.	43.01	17.33	3.58	95% complete

## Chapter – 13 (Manual – 12)

### The Manner of Execution of Subsidy Programmes

No subsidy programme.

## Chapter – 14 (Manual – 13)

### Particulars of Recipients of Concessions, permits or authorization granted by it.

No concessions, permits or authorization granted by the Department.

## Chapter – 15 (Manual –14)

### Norms set by it for the discharge of its Functions

15.1 Norms /Standards set by the department for the execution of various activities / programmes.

Activities and programmes are executed through action plan duly approved by the competent authorities

## Chapter – 16 (Manual – 15)

### Information available in an electronic form

The website shall be launched and all related information will be uploaded subsequently.

## Chapter – 17 (Manual – 16)

### Particulars of the facilities available to citizens for obtaining information

Radio, Newspapers and notice board.

**Office Library:** There is no office library.

**Drama & Shows:** Efforts are on to make public aware about the schemes through street plays and shows.

**Through News paper:** The department places notices and other information through newspapers.

**Exhibition:** No such programme.

**Notice Board:** The information about the various schemes are painted on the department notice wall.

**Inspection of records in the offices:** No such system in the main office however information about the schemes are available at each panchayat Ghars and also shared through social audits.

**System of issuing copies of documents:** The documents can be copied from the market.

**Printed Manual Available:** Not available but the manuals can be got copied.

**Website of the Public Authority:** Not hosted as yet

## Chapter – 18 (Manual – 17)

### Other Useful Information

#### 18.1 Frequently Asked Questions and their Answers by Public Authority.

##### **What are the key functions of the Department?**

The key function of Tourism Development Authority Kargil is to develop infrastructure at tourist spots of Kargil District so as to provide basic facilities to the tourists.

##### **Does it implement any Government of India Schemes?**

Yes, the Authority implements various Centrally Sponsored Schemes like development of Kargil as a Tourist Destination Phase 1<sup>st</sup> and 2<sup>nd</sup>.

##### **What is the Member of Parliament Local Area Development Scheme**

**Nil.**