

## **RTI 4.1. B**

### **1. PARTICULARS OF ORGANISATIONS, FUNCTIONS AND DUTIES**

#### **THE ORGANISATION**

The Department of Tourism is the nodal agency for the formulation of policies and programs and for the co-ordination of activities of various Central Government Agencies, State Governments/UTs and the Private Sector for the development and promotion of tourism in the state of Jharkhand. This Department is headed by a Cabinet Minister of the State of Jharkhand.

The administrative head of the Department is the Secretary (Tourism). The office of the Director of Tourism, Jharkhand provides executive directions for the implementation of various policies and programs. Under the Directorate of Tourism, there are some Tourist Information Centers (TIC) across the country which are primarily responsible for providing information service to tourists. The list of the TICs is as follows:-

TIC Kolkata, TIC Delhi, TIC Mumbai, TIC Ahmadabad, TIC Dhanbad, TIC Deohar, TIC Hazaribagh, TIC Ranchi Railway Station and TIC Ranchi Airport.

The Department of Tourism has under its charge a public sector undertaking, the Jharkhand Tourism Development Corporation. The Institute of Hotel Management, Brambey, Ranchi, after commencement, will be the Autonomous institution under the charge of the Department

#### **Role and Functions of the Department of Tourism**

The Department of Tourism functions as the nodal agency for the development of tourism in the state. It plays a crucial role in coordinating and supplementing the efforts of the State/Union Territory Governments, catalyzing private investment, strengthening promotional and marketing efforts and in providing trained manpower resources. The functions of the Department in this regard mainly consist of the following:

➤ **All Policy Matters, including:**

- Development Policies.
- Incentives.
- External Assistance.
- Manpower Development.
- Promotion & Marketing.
- Investment Facilitation.

➤ **Planning.**

➤ **Co-ordination with other Departments, State/UT Governments, Ministries of Tourism, GoI.**

➤ **Infrastructure & Product Development.**

- **Way Side Amenity, Hotels, Tourist Complex, Tourist Information center, Multipurpose Hall, Tourist convenience complex, Amusement Park, Theme Park, Beautification of Tourist Places (including Spiritual, Historical places ) etc.**
- **Development of Hotel Industry in Jharkhand**

- **Human Resource Development**
  - Providing training in Hospitality Sector
  - Providing training to tour and travel operators
- **Publicity & Marketing of Tourism Products (Tourist Places in Jharkhand)**
- **Publication of tourism literature**
- **Legislation and Parliamentary Work**
- **Establishment matters of the department and offices under it.**
- **Budget co-ordination and related matters.**
- **Plan-coordination and monitoring.**
- **Operation of Inspection houses/Guest houses of the state Government**
- **Administrative charge of all the properties under the control of the department.**
- **Development of infrastructure in order to provide fooding, lodging & transportation facilities to tourists**
- **Tourist security**
- **Monitoring of Plan Projects and assisting in the Plan formulation**
- **Regulation:**
  - Approval and classification of hotels and restaurants.
  - Approval of travel agents, tour operators and tourist transport operators, etc.
  - Notify tourist places of interest
- **Establishment matters of Directorate of Tourism**

**The Directorate of Tourism is responsible for the following functions:**

- (i) Assistance in the formulation of policies
- (ii) Monitoring of plan projects and assisting in the plan formulation
- (iii) Co-ordinating the activities of the Tics/field offices and their supervision
- (iv) Regulation:
  - a. Approval and classification of hotels, restaurants, Bed & Breakfast units
  - b. Approval of Travel Agents, Tour Operators and Tourist Transport Operators, etc.
- (v) Execution of Infrastructure Development:
  - a. Providing incentives
  - b. Tourist facilitation and information
  - c. Field publicity, promotion & marketing
  - d. Hospitality programmes
- (vi) Publicity & Marketing:
  - a. Policy
  - b. Strategies
  - c. Coordination
  - d. Supervision
- (vii) Assistance for Parliamentary Work
- (viii) Establishment matters of the Directorate of Tourism

## **2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

The powers and duties of the officers and employees of the department are governed in terms of instructions contained in the various service rules i.e. Jharkhand Finance Code, Jharkhand Service Code, Secretariat

Manual, Jharkhand Treasury Code, Budget Manual, Rules of Executive Business and Order & Guidelines issued time to time by the government. The Secretary/Additional Secretary/Jt. Secretary/ Director of the Department of Tourism are mainly entrusted with the responsibility of Policy/Plan/Scheme Formulation relating to tourism matters and Secretariat work. The Director /Dy. Director /Asst. Directors of Department of Tourism are entrusted with duty of promotion and publicity of tourism in India and abroad, Execution of the plan/scheme/policy formulated by the department etc

### **3. PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

In the discharge of duties and in the decision making process, the hierarchy specific to an activity, a scheme or a programme is followed and depending upon the issue under consideration decisions are taken from the level of Deputy Secretary/ Director to the Minister of Tourism Usually, decision on policy issues and Parliament related issues are taken at the level of the Minister of Tourism and on other issues taken within the General Rules and guidelines of the Government of Jharkhand as outlined in various manuals for financial and administrative functioning, which are common to all the Jharkhand governments department.

### **4. NORMS FOR THE DISCHARGE OF FUNCTIONS**

The procedure/instructions contained in the Secretariat Manual issued by the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand for timely disposal of receipts/cases are being followed in the Department of Tourism.

### **5. RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS**

The following Rules and regulations are in place:-

- I. Recruitment Rule for recruitment of Non-gazetted employees.
- II. Recruitment rule for recruitment of gazetted employees.
- III. Rules for identification of notified tourist places.
- IV. Rules for State Festivals
- V. Baba Baidhyanath Dham, Basukinath Shrine area development authority act, 2015
- VI. Tourist place (Protection & Maintenance) act, 2015
- VII. Jharkhand Tourist Trade & Registration Act, 2015
- VIII. As regards other service matters, the Department follows rules/instructions/orders issued by the respective nodal Departments of the Government of Jharkhand. All rules regulating the service conditions of the employees are also being followed.
- IX. Besides, the Department maintains, where necessary, guidelines specific to schemes.

**6. STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD BY THE DEPARTMENT OR UNDER ITS CONTROL**

The office holds files and documents related to its functioning along with references and correspondence. Besides, Annual Report of the department and Brochures giving information about various destinations are kept by the Department and Directorate respectively.

**7. PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF**

**Formulation of Policy**

S.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Jharkhand Tourism Policy	No	District Tourism Promotion committee and State tourism promotion committee advise the department in formulation of tourism policy. Advise of Other departments of the Jharkhand Government/ stakeholders in the tourism sector/the industry associations also obtained while formulation tourism policy. The Jharkhand Tourism Policy was formulated in 2015 and was finalized after circulation of the draft policy amongst the stakeholders in the tourism sector, the private sector, the industry associations, State Governments Departments.

**Implementation of Policy**

S.No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Jharkhand Tourism Policy	No	The Tourism Policy sets up a framework that will allow various stakeholders to fully develop the tourism potential and to harness this to the national development priorities of economic growth and employment generation.

**8. STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE DEPARTMENT**

S. No.	Name of Boards/ Councils/ Committees/ Other bodies	Types	Structure of the committee	Whether the meetings are open to public (Yes/No)	Whether Minutes of meetings are accessible for public (Yes/No)
1	District Tourism Promotion Committee	Advisory	<a href="#">Structure</a>	No	Yes (May be Through District website)
2	State Tourism Promotion Committee	Advisory	<a href="#">Structure</a>	No	Yes (Through Departmental Website)
3	Jharkhand Tourism Development Board	Advisory	<a href="#">Structure</a>	No	Yes (Through Departmental Website)

**9. DIRECTORY OF OFFICERS AND EMPLOYEES**

**THE DIRECTORY OF OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF TOURISM**

Name	Designation	Office	Residence	Office Email
Amar Kr Bauri	Minister	0651-2401672		
Rahul Sharma	Secretary	0651-2400981		secytourismjhk@gmail.com
Anil Kumar Panday	Joint Secretary	0651-2401853		department_tourism@rediffmail.com
Niranjan Lall	Deputy Secretary	0651-2401853		department_tourism@rediffmail.com
Lala Randhir Kumar	Under Secretary	0651-2401853		department_tourism@rediffmail.com
Sampat Kumar Singh	Under Secretary	0651-2401853		department_tourism@rediffmail.com
Ved Ratna Mohan	Under Secretary	0651-2401853		department_tourism@rediffmail.com
Ajay Kumar Sinha	PS to Secretary	0651-2400981		department_tourism@rediffmail.com
Vijay Kumar	PS to Secretary	0651-2400981		department_tourism@rediffmail.com
Ashok Kumar Rajak	Section Officer	0651-2401853		department_tourism@rediffmail.com
Brajesh Kumar	Assistant	0651-2401853		department_tourism@rediffmail.com
Md. Tasneem Zeya	Assistant	0651-2401853		department_tourism@rediffmail.com
Rimjhim	Assistant	0651-2401853		department_tourism@rediffmail.com
Vivek Kumar Singh	Assistant	0651-2401853		department_tourism@rediffmail.com
Shashi Kant	Assistant	0651-2401853		department_tourism@rediffmail.com
<b>Tourism Directorate</b>				
Name	Designation	Office	Residence	Office E-mail
Waghmare Prasad Krishna	Director	0651-2400493		tourism_directorate@rediffmail.com
Rajiv Ranjan	Joint Director	0651-2400493		tourism_directorate@rediffmail.com
Ajay Prasad Sah	Section Officer	0651-2400493		tourism_directorate@rediffmail.com
Md. Soyeb Ansari	Section Officer	0651-2400493		tourism_directorate@rediffmail.com

Name	Designation	Office	Residence	Office Email
Amar Kr Bauri	Minister	0651-2401672		
Siddhartha Sankar Besra	Assistant	0651-2400493		tourism_directorate@rediffmail.com
Arun Kumar	Assistant	0651-2400493		tourism_directorate@rediffmail.com
Kapil Muni Upadhyay	Assistant	0651-2400493		tourism_directorate@rediffmail.com

**10. MONTHLY REMUNERATION RECEIVED BY EACH OF THE DEPARTMENT'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

STATEMENT SHOWING THE PAY SCALES OF OFFICERS AND EMPLOYEES WORKING IN THE DEPARTMENT

Sl. No.	Name	Designation	Pay Scale
1.	Rahul Sharma	Secretary	37400-67000, GP- 10000
2.	Anil Kumar Panday	Joint Secretary	37400-67000, GP- 8700
3.	Niranjan Lall	Dy. Secretary	15600-39100, GP- 6600
4.	Lala Randhir Kumar	Under Secretary	15600-39100, GP- 6600
5.	Sampat Kumar Singh	Under Secretary	15600-39100, GP- 6600
5.	Ved Ratan Mohan	Under Secretary	15600-39100, GP- 6600
6.	Ashok Kumar Rajak	Section Officer	15600-39100, GP- 5400
7.	Vijay Kumar	Private Secretary	15600-39100, GP- 5400
8.	Ajay Kumar Sinha	Private Secretary	9300-34800, GP- 4800
9.	MD Tasneem Jaya	Secretariat Assistant	9300-34800, GP- 4600
10.	Brajesh Kumar	Secretariat Assistant	9300-34800, GP- 4600
11.	Rimjhim	Secretariat Assistant	9300-34800, GP- 4600
12.	Vivak kumar Singh	Secretariat Assistant	9300-34800, GP- 4600

13.	Manish Kumar Tarway	Secretariat Assistant	9300-34800, GP- 4600
14.	Sanjay Ram	Upper Division Clerk	9300-34800, GP- 4200
15.	Sandeep Kumar Shrivastava	Computer Operator (Contract)	18190.00 (Contract Amount Per month)
16.	Sharmistha Adhya	Computer Operator (Contract)	18190.00 (Contract Amount Per month)
17.	MD Azad Ansari	Driver (Contract)	5200.00 (Contract Amount Per month)
18.	Madhu Kumari	Peon (Contract)	4440.00 (Contract Amount Per month)
19.	Sanjay Kumar	Peon (Contract)	4440.00 (Contract Amount Per month)
20.	Pawan Kumar	Peon (Contract)	4440.00 (Contract Amount Per month)
21.	Raju Mahto	Peon (Contract)	4440.00 (Contract Amount Per month)
22.	Anju Devi	Peon (Voucher)	6585.00 (Voucher Amount Per month)
23.	Bimla Purti	Peon (Voucher)	6585.00 (Voucher Amount Per month)

**Directorate of Tourism, Jharkhand, Ranchi**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay Scale</b>
1	2	3	4
1-	Dr. Waghmare Prasad Krishna, IAS	Director	9300-34800 G.P 5400
2-	Sri Rajiv Ranjan	Joint Director	15600-39100 G.P 7600
3-	Sri Ajay Prasad Sah	Section Officer	15600-39100 G.P 5400
4-	Md. Soyeb Ansari	Section Officer	15600-39100 G.P 5400
5-	Sri Shivlal Kisku	ATIO	9300-34800 G.P 4600
6-	Sri Arun Kumar	Secretariat Assistant	9300-34800 G.P 4600
7-	Sri Kapil Muni Upadhyay	Secretariat Assistant	9300-34800 G.P 4600
8-	Md. Sarfarazul Haque	Secretariat Assistant	15600-39100 G.P 4800
9-	Sri Shashikant	Secretariat Assistant	9300-34800 G.P 4600
10-	Sri Siddhartha Sankar Besra	Secretariat Assistant	9300-34800 G.P 4600
11-	Sri Lakhan Kumar	UDC	9300-34800 G.P 4200
12-	Sri Sachin Kumar	LDC	5200-20200 G.P 1900
13-	Sri Daya Ram	Orderly	5200-20200 G.P 1800
14-	Sri Upendra Kumar	Orderly	5200-20200 G.P 1800
15-	Sri Dharwa Oraon	Orderly	5200-20200 G.P 1800
16-	Sri Punni Nayak	Orderly	4440-7440 G.P 1650
17-	Md. Sakir	Orderly	4440-7440 G.P 1650
18-	Sri Chot Kumar Gupta	Orderly	5200-20200 G.P 1800
19-	Sri Bindeshwari Rajak	Orderly	5200-20200 G.P 1800
20-	Mrs. Rajni Devi	Orderly	4440-7440 G.P 1650
21	Avinash Dahanga	Computer Operator (Voucher)	` 18190.00 (Voucher Amount Per Month)
22	Poonam Kachhap	Computer Operator (Voucher)	` 18190.00 (Voucher Amount Per Month)
23	Kumar Shashikant	Computer Operator (Voucher)	` 18190.00 (Voucher Amount Per Month)

24	Jitendra Ram	Computer Operator (Voucher)	` 18190.00 (Voucher Amount Per Month)
25	Manish Kumar	Computer Operator (Voucher)	` 18190.00 (Voucher Amount Per Month)
26	Baleshwar Bhagat	Bill Clerk (Voucher)	` 9120.00 (Voucher Amount Per Month)
27	Chandan Kumar Singh	Driver (Voucher)	` 9120.00 (Voucher Amount Per Month)
28	Bhim Kumar	Driver (Voucher)	` 9120.00 (Voucher Amount Per Month)
29	Dhiraj Oraon	Driver (Voucher)	` 9120.00 (Voucher Amount Per Month)
30	Smt.Sonia Devi	Orderly (Voucher)	` 6860.00 (Voucher Amount Per Month)
31	Md. Tazir	Orderly (Voucher)	` 6860.00 (Voucher Amount Per Month)
32	Sonu Kumar	Orderly (Voucher)	` 6860.00 (Voucher Amount Per Month)
33	Mukta Devi	Orderly (Voucher)	` 6860.00 (Voucher Amount Per Month)
34	Md. Afroj Alam	Driver (Voucher)	` 9120.00 (Voucher Amount Per Month)
35	Sri Amit Gayan Sona	Orderly (Voucher)	` 6860.00 (Voucher Amount Per Month)
36	Sri Ram Bhusan Kumar	Orderly (Voucher)	` 6860.00 (Voucher Amount Per Month)
37	Maricho Kumari	Orderly (Voucher)	` 6860.00 (Voucher Amount Per Month)

**11. BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)**

SL. No.	Name of Schemes	Annual Plan (Rs in crore)	Outlay Earmarked for Tribal Area (Rs in crore)	Proposed Expenditure (Rs in crore)	Disbursement made (Rs in crore)
1.	Tourism Publicity etc	14.00	5.00	14.00	1.72
2.	Training & skill development etc	2.00	0.80	2.00	0.00
3.	Computerization & Modernization	2.00	0.80	2.00	0.012
4.	Strengthening, Maintenance, Running etc. of Tourist Information Centre	2.00	0.80	2.00	
5.	Grants-in-aid to Institute of Hotel Management, Food Craft Institute, Jharkhand Adventure Tourism Institute.	6.00	2.00	6.00	0.00
6.	Management Subsidy, Incentive, grants-in-aid, expenses etc.	5.00	2.50	5.00	0.00
7.	Financial Assistance to Jharkhand Tourism Development Corporation for Management, Cleanliness, Creation, Up gradation, Publicity etc. of Tourism facilities and providing tour facility to poor family of the state in the tour package form for visiting tourist/religious places inside the state & outside the state (within India).	5.00	2.50	5.00	5.00
8.	Integrated Development of various Tourist circuits and destinations etc/ Dvp. of religious tourism/ Dvp. of heritage tourism/ Dvp. of rural tourism/ Dvp. of mining tourism/ out sourcing as a tool for providing tourist services/up gradation of hotels, tourist complex, tourist information centres and tourist spots etc/land acquisition, purchase, transfer / TIC / JATI / way side amenities (Old)	20.00	5.00	20.00	2.79
9.	Integrated Development of various Tourist circuits and destinations etc/ Dvp. of religious tourism/ Dvp. of heritage tourism/ Dvp. of rural tourism/ Dvp. of mining tourism/ out sourcing as a tool for providing tourist services/up gradation of hotels, tourist complex, tourist information centres and tourist spots etc/land acquisition, purchase, transfer / TIC / JATI / way side amenities (New)	54.00	25.00	54.00	0.00
10.	Consultancy, security and other service	7.00	3.00	7.00	0.38
11.	Share Capital to JTDC	2.00	1.00	2.00	2.00
12.	Incentives under State Policy	1.00	0.40	1.00	0.00

For report regarding allotment of funds to agencies [Click Here](#)

**12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

There is no subsidy programme linked with the department.

**13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE DEPARTMENT**

There is no concessions, permits or authorizations granted by the department till now.

**14. INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

[Budget Allocation Report](#), [Sanction orders](#), [Allotment orders](#), [Annual Report](#), [Jharkhand Tourism Policy 2015](#), [Jharkhand Tourist Place \(Protection and Maintenance\) Act 2015](#), [Jharkhand Tourist Trade and Registration act 2015](#), [Baba Baidhyanath Dham](#), [Basukinath Shrine area development authority act, 2015](#), [Recruitment rules](#), [Rules for identification of notified tourist places](#). [Rules for Sate Festivals](#).

**15. PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

Booklet of Jharkhand Tourism Policy 2015, Annual Report and Brochures describing various destinations can be obtained from the department/Directorate on availability in sufficient numbers during office hour.

**16. NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

For Names, Designations and other Particulars of the Public Information Officer of the Department go through the notification below

**[NOTIFICATION](#)**

For Names, Designations and other Particulars of the First Appellate Authority of the Department go through the notification below

**[NOTIFICATION](#)**

**17. OTHER USEFUL INFORMATION**

➤ *The Department of Tourism is in the process to accords the following recognition:-*

- Recognition as approved travel agent.
- Recognition as approved tour operators.
- Recognition as approved tourist transport operators.
- Recognition as approved adventure tour operators.

☞ The rules for above recognition are under process of formulation.

- ***Keeping in view the basic principles and guidelines of the Tourism Policy, the Department has been broadly implementing the following schemes/programmes during 2016-17***
  - ✓ Tourism Publicity etc
  - ✓ Training & skill development etc
  - ✓ Computerization & Modernization
  - ✓ Strengthening, Maintenance, Running etc. of Tourist Information Centre
  - ✓ Grants-in-aid to Institute of Hotel Management, Food Craft Institute, Jharkhand Adventure Tourism Institute.
  - ✓ Management Subsidy, Incentive, grants-in-aid, expenses etc.
  - ✓ Financial Assistance to Jharkhand Tourism Development Corporation for Management, Cleanliness, Creation, Up gradation, Publicity etc. of Tourism facilities and providing tour facility to poor family of the state in the tour package form for visiting tourist/religious places inside the state & outside the state (within India).
  - ✓ Integrated Development of various Tourist circuits and destinations etc/ Dvp. of religious tourism/ Dvp. of heritage tourism/ Dvp. of rural tourism/ Dvp. of mining tourism/ out sourcing as a tool for providing tourist services/up gradation of hotels, tourist complex, tourist information centres and tourist spots etc/land acquisition, purchase, transfer / TIC / JATI / way side amenities (Old)
  - ✓ Integrated Development of various Tourist circuits and destinations etc/ Dvp. of religious tourism/ Dvp. of heritage tourism/ Dvp. of rural tourism/ Dvp. of mining tourism/ out sourcing as a tool for providing tourist services/up gradation of hotels, tourist complex, tourist information centres and tourist spots etc/land acquisition, purchase, transfer / TIC / JATI / way side amenities (New)
  - ✓ Consultancy, security and other services
  - ✓ Share Capital to JTDC
  - ✓ Incentives under State Policy
- ***The Department arrange Short term Training Programme in Hospitality sector through various empanelled institutes free of cost to 8<sup>th</sup> Pass candidates.***
- ***The following corporation/authorities are working under the Department .***
  - ✓ Jharkhand Tourism Development Corporation.
  - ✓ Baba Baidhyanath Dham-Bashukinath Shrine Area Development Authority.
  - ✓ [Rajrappa Tourism Development Authority.](#)
  - ✓ [Parasnath Tourism Development Authority.](#)

## [DOWNLOAD RTI APPLICATION AND HOW TO APPLY](#)

### **“RTI- HOW TO APPLY FOR INFORMATION UNDER RTI ACT, 2005”**

#### **1. Introduction**

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to the **Public Information Officer**, preferably in the **application format**, in writing or through electronic means.

#### **2. Application Fee**

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee drawn in favour of Public Information Officer, Department of Tourism, payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:-

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque/Indian Postal Order drawn in favour of Public Information officer, Department of Tourism, payable at local office where the application is submitted. Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

#### **3. Additional Fee**

In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act. In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

- a. For each page (in A-4 or A-3 size paper) created or copied. Rs. 2/- per page
- b. For a copy in larger size paper Actual charge or cost price
- c. For samples or models Actual cost or price
- d. For inspection of records No fee for the first hour; Rs. 5/hr. thereafter Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates:-
  - a. For information provided in diskette of floppy Rs. 50/- (Rupees fifty only) per diskette or floppy
  - b. For information provided in printed form At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication. The mode of payment of above mentioned additional fees shall be the same as application fee.

#### **4. Appeal**

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, refer an appeal to the Department's Appellate Authority.

**APPLICATION FORMAT  
FOR INFORMATION UNDER RTI ACT 2005**

To

**Public Information Officer**

Department of Tourism,  
Government of Jharkhand,  
2<sup>nd</sup> Floor, FFP Building,  
Dhurwa, Ranchi, Jharkhand- 834004

1. Full Name of the Applicant (in capital letters) \_\_\_\_\_
2. Father's /Husband Name ( in capital letters) \_\_\_\_\_
3. Complete address \_\_\_\_\_  
Pin code \_\_\_\_\_
4. Telephone No. Office \_\_\_\_\_ Res. \_\_\_\_\_ Mobile \_\_\_\_\_
5. Whether belong to BPL category (if yes, please attach a copy of the BPL/Antyodaya ration card (please tick)  
Yes \_\_\_\_\_ No \_\_\_\_\_ to claim waiver of the application fee)
6. Details of Application Fee/Addl. Fee:- (Application Fee – Rs. 10/-., Addl. Fee - @ Rs.2/- per page for A-4  
Size paper created or copied, by cash, DD/BC/IPO to be drawn in favour of Pay & Account Office, Ministry of  
Tourism, Payable at the office where application is submitted)  
  
Cash  
Receipt/DD/Bankers  
Cheque / IPO No.  
Date Name of the issuing  
Bank/Authority  
Amount(Rs.)
7. Particulars of information required (please enclose separate sheet, if required, indicating specific detail of  
information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.)

**DECLARATION**

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my knowledge it pertains to your office.

Place: \_\_\_\_\_

Date: \_\_\_\_\_