

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 & Civil Aviation
Government of Sikkim

April 2017

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Chapter 1

Introduction

- 1.1 Background of this handbook – Right to Information Act and its key objectives
The right to Information Act, 2005 has been enacted to provide for setting out a practical regime of the right to information to the citizens to secure access to information under the control of Public Authorities. In order to promote transparency and accountability in government offices.
- 1.2 The Objective/ purpose of this information handbook is to 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. It also mandates timely response to citizens who request for government information.
- 1.3 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 are the intended users of this handbook.
- 1.4 Information of the Department – its functions, duties and powers are described chapter wise in the handbook.
- 1.5 Procedure and fee structure for getting the information
- 1.6 Names & addresses of the State Public Information officers and Assistant Public Information officers are given in the handbook.
- 1.7 This book is published in Tourism and Civil Aviation's Official website www.sikkimtourism.gov.in
- 1.8 The address of the organization is Paryatan Bhawan, Tadong – 737102 , Phone Numbers 232218 and 232216(Fax)

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

2.1 Particulars of the organization, functions and duties

Tourism and Civil Aviation Department's function is to promote Sikkim as an ultimate Eco-Tourism Destination. Lonely Planet declared Tourism Department as the best region to visit Sikkim in the year 2014 which has helped Sikkim as a major revenue generating and indirect employment generating tour industry. The department is consistently extending its horizons to involve equal works of life in promotion of tourism in the State and make it a self-reliant.

Tourism and Civil Aviation functions in many entities:-

1) Administrative Cell

The function of the administrative cell is to administer the overall functioning of the organization. The duties are to manage human resource, recruit , transfer, train employees to enhance their skill. 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

2) Engineering Cell :- The function of the engineering cell is to create infrastructure to promote tourism in the state of Sikkim. The duties include construction of way side amenities , tourist places like parks and gazebos, yatri niwas, trekking trails etc. To prepare detail project report for onward submission to the Government of India, Ministry of Tourism, New Delhi with the approval of the State Government. As a member of North Eastern States Tourism (NEST) Forum, issues relating to promotion of the entire North East Region including Sikkim which also includes identifying tourist destinations and circuits

3) Asset Cell : - The function of the asset cell is to maintain the assets created by engineering cell, leased them out to the public and earn revenue for the department.

4) Hospitality Cell :- The function of the hospitality cell is to issue licenses to the Hoteliers/ travel agents / restaurants/ tourist guides/ photographers / homestays. Their duty is to check the authenticity of the license holders. Organizing capacity building programmes/ orientation programmes in tourism related activities to the youths and stakeholders including hoteliers, travel agents and transport operators.

5) Information and Publicity : This cell deals with publicity of the Sikkim Tourism through brochures and pamphlets. The duty of this cell is to attend various national and international tourism fairs. To coordinate with other various Government & Private Agencies including Tourism Development Cooperative Societies for promotion and participation in tourism development activities including fairs & festivals. To provide Grant-in-Aid to various tourism development cooperative societies for organizing tourism festivals in the State

6) Market Research Cell :- the function of the Market and Research cell is to research the tourism potential in the market and find ways to promote tourism and do away with the default ways which causes downfall in tourism. The duty is to do research in rural and urban areas to study on the pros and cons of tourism. 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

- 7) Statistical Cell : The function of the statistical cell is to collect data on tourist arrival of international and national tourists from each district head quarters.
- 8) Information Technology Cell : The function of the IT is to man the official website of Tourism department and the duty is to keep it updated.
- 9) Account Cell : The function of the accounts cell is to prepare accounts bill.
- 10) Grievance Cell : The function of the grievance cell is to attend to the complaints, if any, of the tourists and redress their grievances
- 11) Land and Registration Cell : 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 and when necessary. The duty of the LR Cell is to keep the records of the lands purchased by Tourism Department.
- 12) Adventure Cell : The function of the Adventure cell is to promote adventure tourism like rafting, mountaineering, trekking, mountain biking, bird watching, para-gliding in the state of Sikkim. The duties are to organize adventure activities at all levels with active participation of private sectors. To create new trekking routes. Issuance of trekking permits to the tourists
- 13) Tourist Information Centers:- To disseminate information to tourists visiting Sikkim. Their duty is to assist tourists during emergency like strikes/ road blockade/ natural calamities etc. To ensure that the tourists have a comfortable and peaceful stay in the State. To issue Inner Line Permit from the offices in Delhi, Kolkata, Siliguri and Rangpo and Melli TICs.
- 14) Nathula Permit Cell : The function of this cell is to issue permit to tourists who like to visit Nathula and Tsongmo Lake.
- 15) Civil Aviation Cell – The function of this cell is to coordinate with the land owners of the Pakyong airport for land compensation and with airport authorities, Govt. of India.

Chapter 3

Powers and Duties of Officers and Employees

Section 4 (1) (b) (ii)

ADMINISTRATION SECTION

SI.No.	NAME	DESIGNATION	Work Distribution
1	Mr. C Zangpo	Secretary	Head of Department
2	Mr. C.P. Dhakal	Special Secretary	Head of Department
3	Mr. C.K. Chettri	Additional Secretary	Administration, Court Cases, Asset, Planning/ land registration
4	Mr. Dharma B. Gazmer	Additional Secretary	Information and Publicity, Nathula Permit
5	Mr. M.K. Pradhan	Joint Director	Information and Publicity, Nathula Permit, TICs , Adventure, Market research
6	Shri. Uzirman Rai	Joint Director	Homestay/ Hospitality / Trekking permit
7	Mr. Marcus P Rai	Deputy Secretary	Administration/ Planning /Assets
8	Mrs. Mingma Wangdi	Dy. Director	Incharge of west district
9	Mrs. Durga Uprety	Dy. Director	Market Research
10	Smt. Sonam Peki	Dy. Director	Assist Jt. Director (Hospitality)
11	Smt. Leepandi Targain	Dy. Director	Dy. Director (Land Registration)
12	Mrs. Bandana Chettri	Dy. Secretary	Information and Publicity
13	Shri. Mikma Tasho	Asst. Director	Statistical Cell
14	Smt. Binita Thatal	U.S	Adm.
15	Shri Vikash Rai	CHA	Hospitality
16	Shri Milan Rai	Asst. Director	In charge of KTC, Ranka
17	Smt. Tenzeen T. Bhutia	Asst. Director	IT Cell
18	Shri. Ashok Rai	Sr. PS to Secretary	Secretary's office
19	Smt. Chugkula bhutia	OS I	Administration
20	Ms. Shameeta Rai	OS II	Administration section
21	Smt. Shanti Pradhan	Stat. Inspector	Field survey of tourist inflow and compilation of tourist arrival statistics
22	Shri. Lokendra Basnet	Stat. Investigator	Field survey of tourist inflow and compilation of tourist arrival statistics
23	Shri Amar Rai	HA	Admin

24	Shri Karma Tamang	UDC	Administration
25	Ms. Leela Sharma	UDC	Computer entry of assets leased out by Tourism Department
26	Mrs. Kunzang Choden	LDC	Assist Dy. Director (Hospitality)
27	Shri. Bimal Rai	LDC	Assist Dy. Director (Stats.Cell.)
28	Shri. Ramesh lamichaney	UDC	Single window at Tourism Department reception
29	Ms. Sonam Ongkit	LDC	Dispatch
30	Mr. Nadu Lepcha	LDC	Record Keeper
31	Smt. Mamta Subba	LDC	Record Keeper
32	Ms. Sanu Devi Sadu	LDC	Typist
33	Ms. Tsering Doma Bhutia	LDC	Admin
34	Ms. Upasana Mishra	LDC	Reception
35	Mr. Sonam Bhutia	LDC	Secretary Office
36	Smt. Hem Kumari Tiwari	Steno(Grade I)	Attached to Tourism Minister
37	Ms. Chung Chung Wazlingpa	Steno (Grade III)	Attached to Addl. Secretary
38	Ms. Tsering Doma Bhutia	Steno	Special Secretary
39	Ms. Christina Singh	Steno	ACE(s/w)
40	Shri Dewan Gurung	Tourist Officer	Assets section – East District
41	Shri Manoj Kumar Chettri	Tourist Officer	Assist JD (Village Tourism)
42	Shri Prashant Pakhrin	Tourist Officer	Assist Jt. Director (I & P)
43	Shri. Prashant Rai	Sr. I A	Assist in Land Registration Cell
44	Mr. Uttam Gurung	Driver	SE(Electric)
45	Mr. Tilak Gurung	Driver	SE(SW)
46	Mr. Phurba Namgyal Sherpa	Driver	DE(South)
47	Mr. Nima Sherpa	Driver	DD(North)
48	Mr. Ash Bdr. Rai	Peon	Accounts
49	Mr. Arbee Bhutia	Peon	DE(Plan)
50	Mr. Dil Kamur Chettri	Peon	Dak Admin
51	Mr. Phuchung Bhutia	Peon	Gangtok TIC
52	Mrs. Renuka Khatiwara	Peon	DS (Assets)
53	Mr. Purna Bdr. Chettri	Cook	Namchi
54	Mr.Roshan Gurung	Mali	Accounts
55	Mr. Santosh Sadu	Peon	Accounts
56	Mr. Nima Wangdi Bhutia	Chowkidhar	Working as peon in Accounts
57	Mr. Ganashyam Sundas	Chowkidhar	Working as dak peon in Adm
58	Shri Karma Tsering Bhutia	Jr. Chowkidhar	(HQ)
59	Mr. Dinesh Ram	Safaikarmachari	H.Q.

60	Mr. BB. Pradhan	Safikarmachari	Melli TIC
61	Mr. Chandra Bdr. Subba	Safaikarmachari	IHCAE, Chemchey
62	Mr Umesh Ram	Safikarmachari	H.Q.
63	Mr. Dinesh Ram	Safikarmachari	H.Q.
64	Rakesh Mall	Safaikarmachari	H.Q.
65	Som Bdr Rai	Malli	H.Q.

ACCOUNTS SECTION

Sl.No	NAME	DESIGNATION	Work Distribution
66	Shri Tseten Dorjee Bhutia	Additional Director(Accounts)	
67	Shri. Prashant Dahal	Sr. Accounts Officer	
68	Shri K.P. Dahal	Sr. Accountant	
69	Shri Krishna Lal Dhakal	Sr. Accountant	
70	Ms. Yankeela Bhutia	Accountant	
71	Ms. Pavitra Maya Sharma	Jr. Accountant	
72	Ms. Permila Tamang	Jr. Accountant	
73	Shri Dorjee Tseten Bhutia	Jr. Accountant	
74	Ms. Lucky Palmo Bhutia	Accounts Clerk	

GANGTOK - TOURIST INFORMATION CENTER

SL.No.	NAME	DESIGNATION	Work Distribution
75	Ms. Nima Choden	DD	Nathula Permit
76	Shri Karma Tshering	PRO	Tourist Grievances
77	Shri Sonam Rinchen	TO	Nathula permit
78	Smt. Anita Pradhan	Sr. I. A.	M.G. Marg Reception
79	Smt. Vijeta Chettri	Sr. I.A.	M.G. Marg Reception
80	Smt. Pempa Doma Bhutia	Sr. I.A.	M.G. Marg Reception
81	Shri. Girmee Bhutia	IA	M.G. Marg Reception
82	Shri Phuchung Lepcha	Peon	M.G. Marg Reception
83	Smt. Sonam Choden	Peon	M.G. Marg Reception

DELHI TOURISM OFFICE (Fax: 011- 41680421)

SL.No.	NAME	DESIGNATION	Work Distribution
84	Shri A. Shankar Rao,IPS	OSD(Tourism)	
85	Ms. Binita Rai	PRO	
86	Shri Sundarlal Kanoja	LDC	
87	Mrs. Paden Bhutia	SIA	

KOLKATA TOURISM OFFICE (TeleFax: 033-22817905) / Fax: 033-22815328

Sl.No.	NAME	DESIGNATION	Work Distribution
88	Ms. Chewang Puljor	AD/PS	
89	Ms. Sachitra Subba	ACHA	
90	Shri Rajnikant Kabi	Peon	
91	Passang Doma Lhamu	Accounts clerk	

SILIGURI TOURISM OFFICE

Sl. No	Name	Designation	Work Distribution
92	Shova Basnette	O.S.D	
93	Ms. Sarmistha Pradhan	US	
94	Shri Durga Prasad Sharma	Sr. Inf. Asstt.	
95	Ms. Pema Norzang Bhutia	I.A.	
96	Ms. Eden Lhamu Bhutia	LDC	
97	Ms. Surja Kumari Gurung	LDC	
98	Ms. Mamta Pradhan	IA	
99	Shri Harilall Neopaney	Peon	
100	Shri Ranjit Tribedi		

BAGDOGRA Tourist Information Centre

Sl.No	Name	Designation	Work Distribution
101	Shri Gopal Chettri	Supervisor	
102	Raj Kumar Gurung	Peon	

NJP Tourist Information Centre

Sl.No	Name	Designation	Work Distribution
103	Shri H.M. Diyali	LDC	

RANGPO Tourism Office (STDC Fax: 240060)

Sl.No	Name	Designation	Work Distribution
104	Shri Wangyal Bhutia	TO	
105	Smt. Shusma Pradhan	Asst. Manager	
106	Ms. Anuka Pradhan	Asst. Tourist Officer	

DAMTHANG Tourist Information Centre

Sl.No	Name	Designation	Work Distribution
107	Ms. Punam Pradhan	Inf. Assistant	-

NAMCHI Tourism Office

Sl.No	Name	Designation	Work Distribution
108	Ms. Anita Rai (Pradhan)	DD(South)	
109	Shri Nirmal Cintury	TO	
110	Shri. Sagar Rai	AD	
111	Ms. Poonam Pradhan	IA	
112	Shri. P.B. Chettri	Peon	
113	Ms. Sakuntala	SF	

MELLI Tourist Information Centre

Sl.No	Name	Designation	Work Distribution
114	Ms. Lhamin Theeng	TO	
115	Ms. Dipti Rai	Inf. Assistant	

PELLING Tourism Office

Sl.No	Name	Designation	Work Distribution
116	Smt. Mimgma Wangdi	Dy. Director	
117	Shri Gyamtso Bhutia	Sr. I.A.	
118	Shri Karma Palzor Bhuta	Office Attendant	
119	Ms. Karma Choden	Steno	
120	Sri Bhim Subba	Driver	
121	Ms. Lakpa Suma Sherpa	Peon	
122	Shri Phunchung Bhutia	Peon	

Mangan Tourist Information Centre

Sl.No	Name	Designation	Work Distribution
123	Shri Tashi Geley	Dy. Director	
124	Shri Boklok Lepcha	Chowkidar	

Indian Himalayan Centre for Eco-Tourism & Adventure, Chemchey, South Sikkim

Sl.No	Name	Designation	Work Distribution
125	Shri D.N Bhutia	Chief Administrator	-
126	Ganesh Gurung	LDC	

Institute of Hotel Management, Sajong, Rumtek

Sl.No	Name	Designation	Work Distribution
127	Ms. Nirmala Rasialy	Administrator cum Jt. Director	In charge Institute of Hotel Management, Sajong
128	Ms. Peden Bhutia	Adm. Officer	
129	Ms. Pema C. Barfungpa	OS	
130	Hotel Mt. Jopuno, PS Road	Manager	

Rumtek Trekkers Hut

Sl.No	Name	Designation	Work Distribution
131	Shri Harilal Sharma	Jr. Chowkidar	

Tathagata Tsal (Buddha Park) Rabong

Sl.No	Name	Designation	Work Distribution
132	Shri N. P. Bhutia	Administrator	

Siddheshwara Dham, Solophok, South Sikkim

Sl.No	Name	Designation	Work Distribution
133	Shri B.B. Rai	Administrator	
134	Nayan Rai	Security Officer	
135	Mr. Tara Prasad Sharma	LDC	

Yangang Trekkers Hut

Sr. No:	Name	Designation	Work Distribution
136	Albee Ghimirey	Jr. Chowkidhar	Yangang

Tendong Tower View Point

Sr. No:	Name	Designation	Work Distribution
137	Nima Chewang Sherpa	Jr. Chowkidhar	Tendong

Zemathang Trekkers Hut

Sr. No:	Name	Designation	Work Distribution
138	Mangal Man Subba	Chowkidhar	

Thansing Trekkers Hut

Sr. No:	Name	Designation	Work Distribution
139	Harka Man Subba	Jr. Chowkidhar	

Yuksom Trekkers Hut

Sr. No:	Name	Designation	Work Distribution
140	San Man Subba	Jr. Chowkidhar	
141	Buddha Singh Subba	Chowkidhar	

ENGINEERING CELL

Sl.No	Name	Designation	Work Distribution
142	Shri R.D. Bhutia	PCE	
143	Shri Bindeswari Prasad	Addl. C.E.	North/East District
144	Shri Prakash Chettri	Addl. C.E.	(South / West)
145	Shri Neeraj Pradhan	S.E.	North/East District
146	Shri Lakpa Sherpa	S.E.	Planning /Projects
147	Shri Rabi Narayan Sharma	S.E.	South/ West
148	Shri Thinlay Chankapa	DE	East District
149	Shri Rimp Dorjee	D.E	(ADB)
150	Shri Rapden P. Kazi	A.E	(ADB)
151	Shri Sanjay Singh	D.E.	Planning /Projects
152	Shri. Pratap Gautam	D.E.	South District
153	Shri P.S. Tiwari	S.E.	Electrical
154	Shri Nehru Pradhan	D.E.	West District
155	Shri Karma Jigme Bhutia	DE	North
156	Shri. Pravaker Basnet	A.E.	East District
157	Ms. Kalpana Lama	A.E.	Bhaleydhunga
158	Mr. Songden karthak	A.E.	East Div.
159	Shri Kamlesh Pradhan	A.E.	Project II
160	Shri Karma Gyurmee Lachenpa	A.E.	North District
161	Shri J.B. Rai	A.E.	(South)
162	Shri Goverdan Guragai	A.E.	(West)
163	Shri. Surya Thapa	AE	(Electrical)
164	Shri Suraj Gajmer	J.E.	(North)
165	Shri D.R. Bhattarai	Plg. Asstt.	(HQ)
166	Shri Tsering Zangpo Bhutia	J.E.	(HQ)
167	Shri Dadi Ram Dhakal	J.E.	(ADB)
168	Ms. Anju Pradhan	J.E.	(East)
169	Shri Saral Gurung	J.E.	(Bhaleydhunga)
170	Ms. Bidhya Rai	J.E.	(West)
171	Shri K.K. Pradhan	J.E.	(South)
172	Shri Bikash Biswakarma	J.E.	(South)
173	Ms. Tika Maya Gurung	Supervisor	Engg Cell East Div
174	Shri Sher Bahadur Rawat	Sr. Munshi	Engg Cell West Div

Yumthang Guest House

Sr. No:	Name	Designation	Work Distribution
175	Shri Zangpo Lachungpa	Chowkidhar	Yumthang Guest House

**SIKKIM TOURISM DEVELOPMENT CORPORATION
HOTEL MAYUR, 1ST FLOOR, P.S. ROAD
GANGTOK, SIKKIM**

Ph. No. 201372/ 200325(F) Email – stdcsikkim@yahoo.co.in
www.sikkimstdc.com

SL. NO	NAME	DESIGNATION	Work Distribution
1.	Shri R.N.Rai	Chairman, STDC	
2.	Shri Suman Thapa	Chief Executive Officer	
3.	Shri Vijay Thapa	General Manager	
4.	Shri Amit Kapil Chettri	Dy. General Manager	
5.	Shri S. Sadhu	AGM ,	Marketing, Sikkim House, Kolkotta
6.	Ms. Chetan Pradhan	AGM ,	Rangpo Tourist Lodge
7.	Ms Diki Doma Bhutia	Manager ,	SH, Middleton , Kol
8.	Ms. Tshering Doma Bhutia	Manager	(Finance- I)
9.	Ms. Monika Rai	Manager	(Finance- II)
10.	Ms. Nanula kazi	Manager,	Melli ,TIC
11.	Shri Tejpal Pradhan	Manager	(Adm), Head Office
12.	Shri Nima Dorjee	Asst. Manager,	Bagdogra Airport
13.	Shri Namgyal Bhutia	Asst. Manager,	Salt Lake, SH, Kolkata
14.	Ms. Meena Sharma	PS to CEO,	Head Office
15.	Ms. Deo Maya Rai	Asst. Manager,	Travel Division, Gangtok
16.	Ms. Tshering Wangmo	Asst. Manager,	Burtuk Helipad
17.	Shri Rewaj Sharma	Asst. Manager,	SH , Salt Lake, Kol
18.	Shri Rinzing Bhutia	Front Office Executive, SH,	Middleton, Kol
19.	Ms. Sunita Pradhan	Front Office Executive,	SH, Middleton, Kol
20.	Mrs. Mandira Bhandari	Front Office Executive,	SH, Middleton, Kol

21.	Ms.Poona D. Limboo	Front Office Asst.,	Travel Division
22.	Shri Biwash Gurung	Room Boy,	Rangpo Tourist Lodge
23.	Shri Nirmal Sharma	Front Office Asst.,	Rangpo Tourist Lodge
24.	Ms. Sachitra Subba	AHC, Sikkim House,	Salt Lake, Kolkata
25.	Shri Norden Tamang	Accounts Clerk ,	Head Office
26.	Shri Guman Sing Rai	Front Office Executive,	Rangpo Tourist Lodge
27.	Ms. Senora Subba	Front Office Asst. IT,	Head Office
27.	Ms. Ongmit Lepcha	Front Office Asst. (Adm),	Head Office
28.	Ms. Srijana Chettri	Front Office Asst(IT),	Head Office
29.	Shri Arjun Mangar	Asst. Ticketing Executive,	Bagdogra Airport
30.	Ms. Indra Maya Subba	Office Asst.,	Travel Division
31.	Shri Phunshok	Front Office Asst.	(Air Ticket), Travel Division
32.	Shri Monoj Rai	Ramp Supervisor,	Bagdogra Airport
33.	Shri Biden Rai	Front Office Asst. , SH,	Salt Lake , Kolkata
34.	Ms. Mangali Tamang	Front Office Asst.	Travel Division
35.	Shri Nar Bdr Gurung	Office Asst. Travel Division,	Helipad Burtuk
36.	Shri Upen Singh	Loader,	Bagdogra Airport
37.	Shri Kewal Sharma	Loader ,	Bagdogra Airport
38.	Shri Roman Gurung	Loader ,	Burtuk Helipad
39.	Shri Phurba Bhutia	Peon , Head Office	gangtok
40.	Smt. Jamuna Gurung	Peon,	Travel Division
41.	Ms. Manju Pradhan	Peon,	Head Office
42.	Shri Kamlesh Kr. Ram	Safaikarmachari, Burtuk Helipad	Head Office , Gangtok
43.	Shri Surya Prasad	Driver, Travel Division	Gangtok
44.	Shri Lha Tshering	Driver , Travel Division	Gangtok
45.	Shri Himant Gahatraj	Driver , Travel Division	Gangtok
46.	Shri Sancha Kr, Rai	Driver, Head Office	Gangtok
47.	Shri D.B.Chettri	Driver, Head Office	Gangtok
48.	Shri Anil Rai	Driver, Head Office	Gangtok

**LIST OF NON REGULAR EMPLOYEES, DEPARTMENT OF TOURISM & CIVIL
AVIATION (MUSTER ROLL)**

Sl. No	Name	Designation	Section	Stationed/ Attached with	Salary (30 days)
1.	Shri Mani Kr. Rai	IA	Gtk TIC	Gangtok	8250/-
2.	Ms. Lalita Rai	IA	Head Quarter	Hospitality	8250/-
3.	Shri Palden Tshering Sherpa	Chowkidar	Gtk TIC	Gangtok	8250/-
4.	Shri Milan Libang	IA	Gtk TIC	Gangtok	8250/-
5.	Ms. Simpai Rai	Peon	HQ	Asset Section	6,600/-
6.	Ms. Tenzing Lachenpa	IA	Gtk TIC	Gangtok	8250/-
7	Mr Kesang Lachungpa	Peon		Lachen TIC	6600/-
8	Mr Rinzi Lhamu Sherpa	Chowkidar		Tsongo Lake	6600/-
9	Takshing Lachungpa	Chowkidar		Chopta valley, North Sikkim	6600/-
10	Sherap Lama	LDC		Rangpo TIC	8250/-
11	Shanti Maya Gurung	LDC		Rangpo TIC	8250/-
12	Rajesh Tamang	Peon		Rangpo TIC	6600/-
13	Topgyal Bhutia	IA		Buddha Park	8250/-
14	Bimala Gautam	LDC		Damthang TIC	8250/-
15	Narmala Rai	LDC		Head Quarter	8250/-
16	Gyaltsen Rapgay Bhutia	Chowkidar		Damthang	6600
17	Devendra Das Rai	IA		Namchi TIC	8250/-
18	Devi Charan Khati	Peon		Namchi TIC	6600/-
19	Robin Subba	chowkidar		Damthang TIC	6600/-
20	Sangay Diki Bhutia	LDC		Namchi	8250/-
21	Anup Chettri	IA		Melli TIC	8250/-
22	Permila Gurung	Peon		Namchi TIC	6600/-
23	Radhika Khati	LDC		Namchi TIC	8250/-
24	Ram Kr Rai	Comp.Oper.		Division Office	8250/-
25	Govind Chettri	Peon	HQ	Chief Engineer	6600/-
26	Gyan Kr Chettri	LDC		Soreng Eng. Cell	8250/-
27	Saroja Thapa	Peon	HQ	SE North East	6600/-
28	Rabin Rai	LDC	H.Q.	Hospitality	8250/-
29	Dilip Gurung	Driver	HQ	JD Homestay	8250/-
30	Dillu Bhutia	Driver	HQ	DD(LR)	8250/-
31	Deepa Thapa	Comp.Oper.	HQ	Accounts Section	6600/-
32	Pema Bhutia	Peon	HQ	Accounts section	6600/-
33	Milan Subba	Driver	HQ	Sr AO	8250/-
34	Mahendra Rai	Peon	West Sikkim	Soreng Eng. Cell	6600/-
35	Tek Bahadur Gurung	PBX Op	HQ	ADM	8250/-
36	Bineeta Chettri	IA	HQ	Secy Tourism	8250/-
37	Bibas Rai	IA	HQ	Asset section	8250/-

38	Tshering Norbu Bhutia	Driver	HQ	DS(Assets)	8250/-
39	Phurba Sherpa	Driver	HQ	DD(Permit)	8250/-
40	Deep Mala Rai	Peon	HQ	JD(Hospitality)	6,600/-
41	Chandra Pradhan	Peon	HQ	Spl. Secy.	6,600/-
42	Sumitra Sharma	Peon	HQ	Add. Secy(Adm)	6,600/-
43	Kanchana Sharma	Peon	HQ	Add. Secy(I & P)	6,600/-
44	Raju Ghimerey	IA	HQ	Statistics	8250/-
45	Pempo Tshering Bhutia	Driver	HQ	JD Hospitality	8250/-
46	Subash Pradhan	Driver	HQ	Addl Secy(I & P)	8250/-
47	Biren Gurung	Driver	HQ	SE S/W	8250/-
48	Indra Bdr Chettri	Chowkidar	South	Makha Rafting Hut	6,600/-
49	Durga Bir Darjee	Chowkidar	Gtk TIC	M.G. marg TIC	6,600/-
50	Choden Lachungpa	LDC	North Sikkim	Mangan TIC	8250/-
51	Phurkit Lepcha	Chowkidar	North Sikkim	Mangan TIC	6,600/-
52	Suk Bdr. Tamang	Peon	North Sikkim	Mangan TIC	6,600/-
53	Prakash Chettri	Driver	HQ	Secretary	8250/-
54	Rajani Kant Kabi	Peon	West Bengal	Kolkatta TIC	6,600/-
55	Harun Rashid	Driver	West Bengal	Kolkatta TIC	8250/-
56	Gopal Chettri	Supervisor	West Bengal	Bagdogra TIC	7,260/-
57	Ganesh Bansfore	Safaikarmachari	West Bengal	Siliguri	6,600/-
58	Nakul Gurung	Driver	East Sikkim	AE - ADB	8250/-
59	Chandra Routh	Safaikarmachari	West Bengal	Siliguri	6,600/-
60	Renal Rai	Homeguard	HQ	Secy	9,360/-
61	Mingma Sherpa	Homeguard	HQ	Parking	9,360/-
62	Tula Ram Luitel	Homeguard	HQ	Minister	9,360/-
63	Madhu Maya Pradhan	Homeguard	HQ	Under Secretary	9,360/-
64	Arjun Basnett	Tourist police	East Sikkim	Gangtok TIC	6,600/-
65	Sujit Sharma	Tourist police	HQ	Pr. P.S. to HM	6,600/-
66	Dil Kumari Subba	Tourist police	HQ	ADM	6,600/-
67	Chandra Bdr. Subba	Tourist police	HQ	Secy	6,600/-
68	Pemkit Lepcha	Tourist police	East Sikkim	Gangtok TIC	6,600/-
69	Chunkit Lepcha	Tourist police	H.Q.	DS(Adm)	6,600/-
70	Bikash Rai	Tourist police	Gangtok TIC	Permit Cell	6,600/-
71	Amrit Tamang	Tourist police	West Sikkim	Pelling TIC	6,600/-
72	Norden Tshering Bhutia	Tourist police	HQ	DD(Adventure)	6,600/-
73	Pempa Sherpa	Draughtsman (WC)	East Sikkim	Division Office	
74	Doma Lanzey	Draughtsman(WC)	West Sikkim	Division Office	
75	Laden Bhutia	Computer operator (WC)	HQ	CE	
76	Jyoti Subba	Computer operator (WC)	HQ	Record Engg Cell	
77	Naresh Bdr Neopaney	Jr. Munshi (WC)	East Sikkim	Division Office	
78	Bedisha Rai	Computer operator (WC)	HQ	AE North	
79	Harka Bdr. Rai	Jr. Munshi (WC)	Division Office	Rumtek	

80	Kul Bdr. Chettri	Jr. Munshi (WC)	Division Office	Aritar	
81	Prabhat Pradhan	Jr. Munshi (WC)	Division Office	Ridge park	
82	Thakur Singh Chettri	Jr. Munshi (WC)	East Sikkim	Sang	
83	Damber Mangar	Jr. Munshi (WC)	East Sikkim	JN Road	
84	Nitin Rasaily	Jr. Munshi (WC)	HQ	Addl Chief Engineer	
85	Narendra Chettri	Jr. Munshi Work charge	South Sikkim	Namchi TIC	
86	Tsehring Doma Bhutia	Jr. Munshi (WC)	East Sikkim	Div. Office	
87	Madan Tamang	Supervisor	West Sikkim	Tharpu	7,260/-
88	Chandra Mani Tamang	Supervisor	West Sikkim	Daramdin	7,260/-
89	Shanti Chettri	Supervisor	HQ	AE South	7,260/-
90	Susma Subba	Supervisor	HQ	SE(S/W)	7,260/-
91	Chandra Bdr Subba	Supervisor	West Sikkim	Soreng. Eng. Cell	7,260/-
92	Rabita Chettri	Supervisor	West Sikkim	Soreng. Eng. Cell	7,260/-
93	Buddha Rai	Supervisor	West Sikkim	Soreng. Eng. Cell	7,260/-
94	Manita Tamang	Supervisor	West Sikkim	Soreng. Eng. Cell	7,260/-
94	Darshana Subba	LDC	West Sikkim	Soreng, Eng. Cell	8250/-
96	Rajen Gurung	Supervisor	West Sikkim	Gyalshing, Eng. Cell	7,260/-
97	Tulasha Sharma	Supervisor	West Sikkim	Gyalshing, Eng. Cell	7,260/-
98	Rup Bdr Chettri	Supervisor	West Sikkim	Gyalshing, Eng. Cell	7,260/-
99	Man Hang Subba	Supervisor	West Sikkim	Gyalshing, Eng. Cell	7,260/-
100	Passang Tamang	Supervisor	West Sikkim	Gyalshing, Eng. Cell	7,260/-
101	Thom Bdr Rai	Supervisor	West Sikkim	Gyalshing, Eng. Cell	7,260/-
102	Bishnu Kr Gurung	Driver	West Sikkim	AE	8250/-
103	Dinesh Gurung	Driver	West Sikkim	DE	8250/-
104	Kumar Chettri	Supervisor	South Sikkim	Eng. Cell	7,260/-
105	Pratima Pradhan	Supervisor	South Sikkim	Eng. Cell	7,260/-
106	C P Chettri	Supervisor	South Sikkim	Eng. Cell	7,260/-
107	Deepika Chettri	Supervisor	South Sikkim	Eng. Cell	7,260/-
108	Rupa Sharma	Stenographer	South Sikkim	Namchi TIC	8250/-
109	Purna Bdr gurung	Driver	HQ	Sr. PS to Secy.	6,600/-
110	Rup Maya Subba	Supervisor	HQ	Record Engg	7,260/-
111	Rita subba	Supervisor	East Sikkim	Division Office	7,260/-
112	Shri Rakesh Chettri	Supervisor	East Sikkim	Division Office	7,260/-
113	Shri Raju Thapa	Chowkidar	East Sikkim	Saramsa	6,600/-
114	Shri Revesh Thapa	Supervisor	East Sikkim	Division office	7,260/-
115	Shri Mukum Limboo	Driver	Div Office	DE East	8250/-
116	Shri Pawan Biswakarma	Driver	Div. Office	AE East	8250/-
117	Shri Phurba Tsh. Tamang	Driver	HQ	DE(Plan)	8250/-
118	Suk Bahadur Gurung	Driver	HQ	AE Bhaleydhunga	

119	Sonam Yankee Lepcha	Peon	HQ	SE(Plan)	6,600/-
120	Sanket Lepcha	Peon	HQ	HM	6,600/-
121	Shri Binod Rai	Driver	HQ	Spl. Secretary	8250/-
122	Nirmala Sharma	Supervisor	HQ	ACE(S/W)	7,260/-
123	Khang Kipa Lachungpa	Supervisor	North Sikkim	Chopta Valley	7,260/-
124	Keshav Bdr. Gurung	Supervisor	North Sikkim	Mangan TIC	7,260/-
125	Sangita Sharma	LDC	HQ	Under North AE	
125	Chozang Bhutia	Chowkidar	North Sikkim	Yumthang	6,600/-
127	Aruna Gurung	Computer Opt.	HQ	ACE(N/E)	8,250/-
128	Dinesh Sharma	Driver	HQ	SE(N/E)	8,250/-
129	Suren Subba	JE	East Sikkim	MP Golai	10,000/-
130	Biswadeep Basnett	JE	HQ	Under DE North	10,000/-
131	Dawaden Bhutia	JE	West Sikkim	Tashiding	10,000/-
132	Bishnu Tamang	JE	South Sikkim	Namchi	10,000/-
133	Jona Hang Subba	JE	HQ	Electrical(S/W)	10,000/-
134	Sewani Gurung	JE	HQ	Electrical(N/E)	10,000/-
135	Himalaya Gautam	JE	HQ	Bhaleydhunga	10,000/-
136	Praveen Dahal	JE	South Sikkim	Namchi Eng. Cell	10,000/-
137	Ganesh Nepal	JE	South Sikkim	Namchi Eng. Cell	10,000/-
138	Sumati Chamling	JE	East Sikkim	Div. Office	10,000/-
139	Sangey Ongda Bhutia	JE	North Sikkim	Under North AE	
140	Surya Kumari subba	Computer Opt.	HQ	Under SE(N/E)	8,250/-
141	Tara Maya Tamang	R/Keeper	HQ	ADB	8,250/-
142	Jit bahadur gurung	Driver	HQ	DE (ADB)	8,250/-
143	Lakpa Lepcha	Driver	East Sikkim	AE - North	8,250/-
144	Chabi Lal Rai	Chowkidar	West Sikkim	Pelling TIC	6,600/-
145	Jia-ur-Haque	Sweeper	West Sikkim	Yuksom Trekkers Hut	6600/-
146	Laden Lassopa	LDC	West Sikkim	Pelling TIC	8,250/-
147	Sonam Wangdi	Caretaker	West Sikkim	Tsoka Trekkers Hut	
148	Ms.Niti lama	Legal Officer	Delhi	(Contract)	
149	Shri Dinesh Rai	Driver	Delhi	(Contract)	
150	Shri Tribedi	Maths Teacher	Siliguri	(Contract)	
151	Shri Kunzang Gyatso	Chief Instructor	IHCAE	(Adhoc)	
152	Sher bahadur baraily	Lift Man	HQ		
153	Sudip tamang	Driver	HQ	ACE(N/E)	

LIST OF EMPLOYEES ON CO-TERMINUS BASIS

157	Damber Subba	Personal P.S	HQ Parminetary Secretary		
158	Thupden Chopel sherpa	P.A	HQ Parminetary Secretary		
159	Doma Sherpa	LDC	HQ Parminetary Secretary		
160	Dawa Dorjee Sherpa	Driver	HQ Parminetary Secretary		
161	Hangit Subba	Driver	HQ Parminetary Secretary		
162	Sonam Deki Bhutia	Steno	HQ Parminetary Secretary		
163	Saroja Chettri	LDC	HQ Parminetary Secretary		
164	Rupen Dahal	Peon	HQ Parminetary Secretary		
165	Man Bdr Subba	Driver	HQ Parminetary Secretary		

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 feedback from public	By active involvement of NGOs/ website/ emails/ registers/ TICs	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.

Flow Chart enclosed.

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

The mechanism to make public aware of functions and service delivered to citizens is through Deputy directors stationed at district head quarters. The deputy directors with District collectors and panchayats call for meeting and discuss about various tourism related activities for promotion of tourism in the districts.

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

SI no	Function/ Service	Norms/ standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Recruit ,Transfer , promotion and Salary	Sikkim State Service rule	As per Rule	Service Charter to be framed
2.				

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

6.1 Lists and gist 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 Homestay Establishment Rule	Registration of homestays in Sikkim	
2	Sikkim Registration of Tourist Trade Rules, 2008	Registration of Travel agents/ restaurants/ hotels/ photographers/ tourist guides	
3.	Sikkim Tourism Department Recruitment Rule, 2004	Recruitment of tourism department's subordinate staffs.	Sikkim Government Gazattee no: 89/GEN/DOP dated 2.12.2004
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		
2	Information literatures		
3			

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

- a. The official documents held by the public authority under its control

Sl no	Description	Gist of content	Price of the publication if priced
1	NIL		

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	Sikkim State Tourism Policy	Through discussion with Panchayats, NGOs, Stakeholders, ECOSS, WWF and other line departments	Through wide publicity, in printed form as well electronically

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
Sikkim Tourism Development Corporation –	Chairman and 5 other members	Maintenance of the properties under the control of corporation.	Yes
Institute of Himalayan IHCAE	Chairman and 5 other members	Maintenance of the properties under the control of corporation. Promotion of Adventure Tourism and peak expedition	Yes
IHM	Chairman and 5 other members	Create Human resource on hotel management	Yes
Tathagatha Tsal(Buddha Park)	Chairman and 5 other members	Maintenance	Yes
Char dham	Chairman and 5 other members		Yes
Samdruptse	Chairman and 5 other members		Yes

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

There are no fees levied on accessing the information of the minutes of the meeting. The contact person for information is the chairman of the board/ committee.

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.

SI. NO	NAMES	DESIGNATION	OFFICE	CELL NOS
1	Shri. Ugen T.Gyatso	Hon' Minister	232215	9474528292
2	Shri. Prakash Pradhan	Principal P.S.	232215	9434137457
3	Ms.Hem Kumari pradhan	Steno(Gradel)	232215	8348145560
4	Shri Gurudev Khatiwara	CA	232215	9749894283
5	Shri.D.N Sherpa	Parliamentary secretary	232213	9593382202
6	Mr. C Zangpo	Secretary	232218/130	9434022326
7	Shri Ashok RAI	Sr.Private Secretary	232218/111	9832390550
8	Mr. C.P. Dhakal	Special Secretary		9434137457
9	Mr. C.K. Chettri	Additional Secretary		9832565059
10	Mr. Dharma B. Gazmer	Additional Secretary		9434153384
11	Mr. M.K. Pradhan	Joint Director		9832065617
12	Ms. Nirmala Rasiyal	Jt. Director	270557/270736	9831289916
13	Shri. Uzirman Rai	Joint Director		9733275092
14	Shri. Mikma Tasho	Asst. Director		
15	Mr. Marcus P Rai	Deputy Secretary	09810212439	9647347458
16	Smt. Sonam Peki	Dy. Director		9749601729
17	Smt. Leepandi Targain	Dy. Director		9832035273
18	Shri Tashi Gelek	Dy. Director		
19	Smt. Nima Choden	Dy. Director		9775423684
20	Mrs. Mingma Wangdi	Dy. Director		9733062909
21	Mrs. Anita Rai	Dy. Director	03595264557	9775453611
22	Mrs. Durga Uprety	Dy. Director		9494241430
23	Mrs. Bandana Chettri	Dy. Secretary		7076733489
24	Shri Vikash Rai	CHA		9474529437
25	Shri Milan Rai	Asst. Director		7363820222
26	Smt. Tenzeen T. Bhutia	Asst. Director		9434486354
27	Smt. Binita Thatal	U.S		
28	Smt. Shanti Pradhan	Stat. Inspector		9635412368
29	Shri. Lokendra Basnet	Stat. Investigator		9749613894
30	Smt. Chugkula bhutia	OS I		9434184450
31	Ms. Shameeta Rai	OS II		9434484699

32	Shri Amar Rai	HA		8906419636
33	Ms. Leela Sharma	UDC		9434184147
34	Mrs. Kunzang Choden	LDC		9434179311
35	Shri. Bimal Rai	LDC		9832304740
36	Shri. Ramesh lamichaney	UDC		9474017217
37	Shri Karma Tamang	UDC		9775972036
38	Mr. Nadu Lepcha	LDC		9851400847
39	Smt. Mamta Subba	LDC		8670669253
40	Ms. Sanu Devi Sadu	LDC		9641809443
41	Ms. Tsering Doma Bhutia	LDC		9434257145
42	Shri Dillip Theeng	Trekking Officer		8967920477
43	Ms. Sonam Ongkit	LDC		9593278584
44	Smt. Hem Kumari Tiwari	Steno(Grade I)	232215	8348145560
45	Ms. Chung Chung Bhutia	Steno (Grade III)		9547788211
46	Ms. Upasana Mishra	LDC (Reception)		7797181026
47	Shri Dewan Gurung	Tourist Officer		9679186806
48	Shri Manoj Kumar Chettri	Tourist Officer		9933478584
49	Shri Prashant Pakhrin	Tourist Officer		9733171499
50	Shri. Prashant Rai	Sr. I A		8348164201
51	Mr. Uttam Gurung	Driver		9733225172
52	Mr. Tilak Gurung	Driver		9593375330
53	Mr. Ash Bdr. Rai	Peon		9434444775
54	Mr. Arbee Bhutia	Peon		9647750564
55	Mr. Dil Kr. Chettri	Peon		9932788124
56	Mr. Purna Bdr. Chettr	Cook		
57	Mr.Roshan Gurung	Mali		8348564483
58	Mr. Dinesh Ram	Safikarmachari		9002826009
59	Mr. BB. Pradhan	Safikarmachari		
60	Mr. Chandra Bdr. Subba	Safaikarmachari		
61	Mr Umesh Ram	Safikarmachari		9800217587
62	Mr. BB. Pradhan	Safikarmachari		
63	Mr. Chandra Bdr. Subba	Safaikarmachari		
64	Rakesh Mall	Safaikarmachari		9932367909
65	Som Bdr	Mali		8016139989

ACCOUNTS SECTION

	NAME	DESIGNATION	OFFICE	CELL NOS
66	Shri Tseten Dorjee Bhutia	Additional Director(Accounts)	232214	9434026109
67	Shri. Prashant Dahal	Sr. Accounts Officer		9732060360
68	Shri K.P. Dahal	Sr. Accountant		9474981602
69	Shri Krishna Lal Dhakal	Sr. Accountant		9733092075
70	Ms. Yankeela Bhutia	Accountant		9434449194
71	Ms. Pavitra Maya Sharma	Jr. Accountant		9593267685
72	Ms. Permila Tamang	Jr. Accountant		9800045845
73	Shri Dorjee Tseten Bhutia	Jr. Accountant		9434448870
74	Ms. Lucky Palmo Bhutia	Accounts Clerk		9647856831

GANGTOK- TOURIST INFORMATION CENTRE

	NAME	DESIGNATION	OFFICE	CELL NOS
75	Ms. Nima Choden	DD		9775423684
76	Shri Karma Tshering	PRO		9679008599
77	Shri Sonam Rinchen	TO		9434184178
78	Smt. Anita Pradhan	Sr. I. A.	209090	9434191877
79	Smt. Vijeta Chettri	Sr. I.A.	209090	9475012502
80	Smt. Pempa Doma Bhutia	Sr. I.A.	209090	9775977364
81	Shri. Girmee Bhutia	IA		
82	Shri Phuchung Lepcha	Peon		9474693022
83	Smt. Sonam Choden	Peon		7602199263

DELHI TOURISM OFFICE (Fax: 011- 41680421)

	NAME	DESIGNATION	OFFICE	CELL NOS
84	Shri A. Shankar Rao,IPS	OSD(Tourism)	01126115346	9999913256
85	Ms. Binita Rai	PRO	01126110679	9650553181
86	Shri Sundarlal Kanoja	LDC		
87	Mrs. Paden Bhutia	SIA		

KOLKATA TOURISM OFFICE (TeleFax: 033-22817905) / Fax: 033-22815328

	NAME	DESIGNATION	OFFICE	CELL NOS
88	Ms. Chewang Puljor	AD/PS	03322817905	9831315802
89	Ms. Sachitra Subba	ACHA		9593978861
90	Shri Rajnikant Kabi	Peon		
	Kolkata Saltlake – 033-23358757			

SILIGURI TOURISM OFFICE

	Name	DESIGNATION	OFFICE	CELL NOS
91	Shova Basnette	O.S.D		
92	Ms. Sarmistha Pradhan	US		9474648543
93	Shri Durga Prasad Sharma	Sr. Inf. Asstt.		8900667130
94	Ms. Pema Norzang Bhutia	I.A.		9775600888
95	Ms. Eden Lhamu Bhutia	LDC		9434879251
96	Ms. Surja Kumari Gurung	LDC		9593974589
97	Ms. Mamta Pradhan	IA		9832438118
98	Shri Harilall Neopanay	Peon		9563408934
99	Shri Ranjit Tribedi			9933804870

BAGDOGRA Tourist Information Center

	Name	DESIGNATION	OFFICE	CELL NOS
100	Shri Gopal Chettri	Supervisor		9832026699
101	Raj Kumar Gurung	Peon		8509911777

NJP Tourist Information Center

	Name	DESIGNATION	OFFICE	CELL NOS
102	Shri H.M. Diyali	LDC	953532690475	9832017545

RANGPO Tourism Office (STDC Fax: 240060)

	Name	DESIGNATION	OFFICE	CELL NOS
103	Shri Wangyal Bhutia	TO		9832348966
104	Smt. Shusma Pradhan	Asst. Manager		9434214056
	Ms. Anuka Pradhan	Asst. Tourist Officer		9700324644

DAMTHANG Tourist Information Center

	Name	DESIGNATION	OFFICE	CELL NOS
105	Ms. Punam Pradhan	Inf. Assistant		9635153129

NAMCHI Tourism Office

	Name	DESIGNATION	OFFICE	CELL NOS
106	Ms. Anita Rai (Pradhan)	DD(South)	03595264557	9775453611
107	Shri Nirmal Cintury	TO		9933724673
108	Shri. Sagar Rai	AD		
109	Ms. Poonam Pradhan	IA		
110	Shri. P.B. Chettri	Peon		
111	Ms. Sakuntala	SF		

MELLI Tourist Information Center

	Name	DESIGNATION	OFFICE	CELL NOS
112	Ms. Lhamin Theeng	TO	03592248536	9434869005
113	Ms. Dipti Rai	Inf. Assistant		9933455444

PELLING Tourism Office

	Name	DESIGNATION	OFFICE	CELL NOS
114	Smt. Mimgma Wangdi	Dy. Director		9733062909
115	Shri Gyamtso Bhutia	Sr. I.A.		9434630876
116	Shri Karma Palzor Bhuta	Office Attendant		8759652005
117	Ms. Karma Choden	Steno		9733151670
118	Sri Bhim Subba	Driver		
119	Ms. Lakpa Suma Sherpa	Peon		8764967557
120	Shri Phunchung Bhutia	Peon		8464967557

Mangan Tourist Information Center

	Name	DESIGNATION	OFFICE	CELL NOS
121	Shri Tashi Geley	Dy. Director		9434257588
122	Shri Boklok Lepcha	Chowkidar		

Indian Himalayan Centre for Eco-Tourism & Adventure, Chemchey, South Sikkim

	Name	DESIGNATION	OFFICE	CELL NOS
123	Shri D.N Bhutia	Chief Administrator		
124	Ganesh Gurung	LDC		

Institute of Hotel Management, Sajong, Rumtek

	Name	DESIGNATION	OFFICE	CELL NOS
125	Ms. Nirmala Rasaily	Administrator	270557/270736	9831289916
126	Ms. Peden Bhutia	Adm. Officer		9434103689
127	Ms. Pema C. Barfungpa	OS		9475714772
128	Hotel Mt. Jopuno, PS Road	Manager		9635855230

Rumtek Trekkers Hut

	Name	DESIGNATION	OFFICE	CELL NOS
129	Shri Harilal Sharma	Jr. Chowkidar		9563571553

Tathagata Tsal (Buddha Park) Rabong

	Name	DESIGNATION	OFFICE	CELL NOS
130	Shri N. P. Bhutia	Administrator		

Siddheshwara Dham, Solophok, South Sikkim

	Name	DESIGNATION	OFFICE	CELL NOS
131	Shri B.B. Rai	Administrator		
132	Nayan Rai	Security Officer		

ENGINEERING CELL

	Name	DESIGNATION	OFFICE	CELL NOS
133	Shri R.D. Bhutia	PCE	205525	9434750509
135	Shri Bindeswari Prasad	Addl. C.E.		9434031600
136	Shri Prakash Chettri	Addl. C.E.		9434169596
137	Shri Neeraj Pradhan	S.E.		9434084551
138	Shri Lakpa Sherpa	S.E.	232205	9434109788
139	Shri Rabi Narayan Sharma	S.E.		9832352124
140	Shri Thinlay Chankapa	DE		9832050885
141	Shri Rimp Dorjee	D.E		9733005567
142	Shri Rapden P. Kazi	A.E		9434103672

143	Shri Sanjay Singh	D.E.		9434051790
144	Shri. Pratap Gautam	D.E.		9800055349
145	Shri P.S. Tiwari	S.E.		
146	Shri Nehru Pradhan	D.E.		9474349766
147	Shri Karma Jigmee Bhutia	DE		8670110267
148	Shri.Pravaker Basnet	A.E.		9434868873
149	Shri G.T.Wangdi	A.E.		
150	Ms. Kalpana Lama	A.E.		7476226634
151	Shri Kamlesh Pradhan	A.E.		9933365008
152	Shri Karma Gyurmee Lachenpa	A.E.		9434117665
153	Shri J.B. Rai	A.E.		8972815885
154	Shri Goverdan Guragai	A.E.		9434127207
155	Shri. Surya Thapa	AE		9735928684
156	Shri Suraj Gajmer	J.E.		9733289642
157	Shri D.R. Bhattarai	Plg. Asstt.		9474352370
158	Shri Zangpo Bhutia	J.E.		9749069002
159	Shri Dadi Ram Dhakal	J.E.		9735963853
160	Ms. Anju Pradhan	J.E.		8972815885
161	Ms. Bidhya Rai	J.E.		9647855322
162	Shri K.K. Pradhan	J.E.		9933083383
163	Shri Bikash Biswakarma	J.E.		9851413151
164	Shri Saral Gurung	J.E.		9609872429
165	Ms. Tika Maya Gurung	Supervisor		8900437427
166	Shri Sher Bahadur Rawat	Sr. Munshi		9434357975
167	Shri Karma Tsering Bhutia	Jr. Chowkidhar		7866042671

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

SI no	Designation	Monthly remuneration including its composition	System of compensation to determine remuneration as given in regulation
1	Secretary	PB 5 of 37400 - 67000	Grade Pay – 10000 Regular Government Servant
2.	Special Secretary	PB 4 of 32000- 60000	Grade Pay 9000 Regular Government Servant
2	Chief Engineer	PB 4 of 32000 – 60000	Grade Pay - 9000 Regular Government Servant
3	Additional Secretary	PB 3 of 15600 -39100	Grade Pay - 8700 Regular Government Servant
4	Additional Director(Accounts)	PB 3 of 15600 -39100	Grade Pay - 8700 Regular Government Servant
	Additional Chief Engineer	PB 3 of 15600 – 39100	Grade Pay - 8700
5	OSD	PB 3 of 15600 -39100	Grade Pay - 8700 Regular Government Servant
6	Superintending Engineer	PB 3 of 15600 39100	Grade Pay - 7200 Regular Government Servant
7	Joint Director	PB 3 of 15600 39100	Grade Pay - 7200 Regular Government Servant
8	Joint Secretary	PB 3 of 15600 39100	Grade Pay - 7200 Regular Government Servant
9	Divisional Engineer	PB 3 of 15600 - 39100	Grade Pay - 6200 Regular Government Servant
10	Deputy Secretary	PB 3 of 15600 - 39100	Grade Pay - 6200 Regular Government Servant
11	Deputy Director	PB 3 of 15600 - 39100	Grade Pay - 6200 Regular Government Servant
12	Sr Accounts Officer	PB 3 of 15600 - 39100	Grade Pay - 6200 Regular Government Servant
13	Assistant Engineer	PB 2 of 9300 - 34800	Grade Pay - 5000 Regular Government Servant
14	Assistant Director	PB 2 of 9300 - 34800	Grade Pay - 5000 Regular Government Servant
15	PRO	PB 2 of 9300 - 34800	Grade Pay - 5000 Regular Government Servant
16	Sr. Private Secretary	PB 2 of 9300 - 34800	Grade Pay - 5000 Regular Government Servant
17	Controller of Household Affairs	PB 2 of 9300 - 34800	Grade Pay - 5000 Regular Government Servant
18	Assistant Manager	PB 2 of 9300 - 34800	Grade Pay - 3800 Regular Government Servant

19	Tourist Officer	PB 2 of 9300 - 34800	Grade Pay - 3800
20	Statistical Inspector	PB 2 of 9300 - 34800	Grade Pay - 3800 Regular Government Servant
21	Statistical Investigator	PB 1 of 5200 - 20200	Grade Pay - 3400
22	Senior Information Assistant	PB 1 of 5200-20200	Grade Pay - 3400 Regular Government Servant
23	Information Assistant	PB 1 of 5200-20200	Grade Pay – 3000 Regular Government Servant
24	Office Superintendent	PB 2 of 9300 – 34800	Grade Pay - 4200 Regular Government Servant
25	Head Assistant	PB 1 of 5200 - 20200	Grade Pay – 3400 Regular Government Servant
28	Stenographer	PB 1 of 5200 - 20200	Grade Pay – 3400 Regular Government Servant
29	UDC	PB 1 of 5200 - 20200	Grade Pay – 3000 Regular Government Servant
30	LDC	PB 1 of 5200 - 20200	Grade Pay - 2600 Regular Government Servant
31	Pr. Private Secretary	PB 3 of 15600 39100	Grade Pay - 7200 Regular Government Servant
32	Accountant	PB 1 of 5200 - 20200	Grade Pay - 3400 Regular Government Servant
33	Jr Accountant/ Storekeeper	PB 1 of 5200 – 20200	Grade Pay - 3000 Regular Government Servant
34	Accounts Clerk	PB 1 of 5200 - 20200	Grade Pay - 2600 Regular Government Servant
35	Driver	PB 1 5200- 20200	Grade Pay - 2400 Regular Government Servant
36	Peon	PB 1 5200 - 20200	Grade Pay - 2200 Regular Government Servant
37	Mali	PB 1 5200 - 20200	Grade Pay - 2200 Regular Government Servant
38	Chowkidar	PB 1 5200 - 20200	Grade Pay - 2200 Regular Government Servant
39	Cook	PB 1 5200 - 20200	Grade Pay - 2200 Regular Government Servant
40	Safaikarmachari	PB 1 5200 - 20200	Grade Pay - 2200 Regular Government Servant
41	Jr Engineer	PB 2 of 9300 - 34800	Grade Pay - 3800 Regular Government Servant
42	PRO - Delhi	PB 2 of 9300 - 34800	Grade Pay - 3800 Regular Government Servant
43	Planning Assistant	PB 1 of 5200 - 20200	Grade Pay - 3400 Regular Government Servant
44	Sr Munshi	PB 1 of 5200 - 20200	Grade Pay - 2200 Regular Government Servant
45	PRO – Gangtok	PB 3 of 15600 - 39100	Grade Pay - 6200 Regular Government Servant

Chapter 12
Budget Allocated to Each Agency including Plan 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	NIL	NIL	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
1.	Swadesh Darshan	2100	488.95	1303.01	1303.01
2.	Land Compensation	0.00	0.00	400.00	400.00
3.	Construction of Homestay	2.65	1.99	200.00	200.00
4.	Namchi to Samdruptse	50.00	50.00	300.00	300.00
5.	Grants in Aid to IHM	100.00	100.00	100.00	100.00
6.	Grants in Aid to IHCAE	50.00	50.00	50.00	50.00
7.	Adventure Tourism	0.00	0.00	20.25	20.24
8.	Tourist Fairs & Festival	0.00	0.00	20.00	20.00
9.	Publicity	19.00	19.00	53.14	53.14
10.	Siddheswara Dham, Solophok Namchi	35.00	35.00	35.00	35.00
11.	Tathagata Tsal, Rabong	35.00	35.00	25.00	25.00
12.	Heli Service	300.00	0.00	100.00	100.00
	Total	2691.65	779.94	2606.40	2606.39

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:-

Not applicable

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
1.	Homestays in Sikkim	376 nos	2011-2012	Govt of Sikkim under 13 th Finance Commission

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

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.gov.in		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.

Answer: There are no libraries in the Department for public seeking information but Tourist Information centers station at each district head quarters, Siliguri, NJP, Delhi, Kolkatta and Bagdogra caters to the needs of tourist as well as 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. Tourism brochure	
Office Library	Head Office	
Websites	www.sikkimtourism.gov.in	
Other facilities (name)		

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 vide Notification, No 08/DoT& Cav. Dated 04/03/2017.

1. Shri. C.P. Dhakal, Special Secretary, Appellate Authority for Administration Section.
2. Shri. R.D. Bhutia, Chief Engineer, Appellate Authority for Technical Section.
3. Shri. B.Prasad, Additional Chief Engineer, as SPIO (Technical Section North/East).
4. Shri. Prakash Chettri, Additional Chief Engineer, as SPIO, (Technical Section South/West).
5. Shri. C.K. Chettri, Additional Secretary, as SPIO, (Administration section including all the sections of the Department except Technical Section).
6. Shri. Rabi Narayan Sharma, SE(S/W), as ASPIO, Technical Section (S/W).
7. Shri. Neeraj Pradhan, SE(N/E), as ASPIO, Technical Section (N/E).
8. Shri. Marcus P.Rai, Deputy Secretary, as ASPIO Administration.

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

- a. Any other information or details of publications which are of relevance or of use to the citizens

Citizen Charter is under process

- b. 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.