

Section 4(1)(b)(ii) of RTIA 2005

*The powers and duties of its officers and employees*

Principal Secretary :- He is the head of the Administrative Department and important policy decisions are framed by him for the approval of the Minister in-charge of the Department.

Commissioner & Secretary :- The Commissioner & Secretary, Tourism, assists the Principal Secretary in the discharge of his functions.

Officer on Special Duty :- The Officer on Special Duty Tourism who is also the Director of Tourism, in turn assist the Principal Secy. / Commissioner & Secy. and is the link man between the Directorate and the Administrative Department

Deputy Secretary :- The Deputy Secy. exercises her control with regard to disposal of business and maintenance of discipline in the Department. The Deputy Secy. disposes cases under the order of the Commissioner & Secy. or Principal Secy. on important matters.

Superintendent :- She is overall in-charge of the Department and is responsible in helping and advising the staffs, discipline in the Department, timely action on receipts, expeditious disposal of work, etc. The Superintendent with the help of the Staff (UDAs/LDAs) posted in the Department

Dealing Assistants :-

1. To examine promptly all receipts mad over to him/her and deal with the receipts accordingly to their priority, check the enclosures and if any is found short or missing, take action for obtaining the missing papers; to forwards receipts or extract from receipts to other concerned branches, to make entries in column 2 of the log-book of the Assistants.
2. To put up a case after examination to the Superintendent on the date require and where no date is mentioned, not later than 7(seven) days of its receipt.