

# **Bihar Tourism Cadre Rules, 2013**

BIHAR

India

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### **Rule BIHAR-TOURISM-CADRE-RULES-2013 of 2013**

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Bihar Tourism Cadre Rules, 2013Published vide Notification No. D.T. (Section) 57/2006-45, dated 8.1.2014No D.T. (Section) 57/2006-45. - In exercising the powers conferred under proviso to article 309 of the constitution of India, the Governor of Bihar is pleased to make the following Rules to regulate the service conditions of Bihar Tourism cadre:-

#### **1. Short title, extent and commencement.**

(1)These rules may be called Bihar Tourism Cadre Rules, 2013.(2)It shall extend to the whole of the state in which Tourism Directorate under the Department of Tourism of the Government of Bihar and all Tourist Information Centers run by it, are included.(3)It shall come in to force with immediate effect.

#### **2. Definitions.**

- Unless otherwise is required in the context, in these rules -(i)"State Government" means the State of Bihar;(ii)"Department" means Department of Tourism;(iii)"Directorate" means Tourism Directorate;(iv)"Cadre" means Bihar Tourism Cadre;(v)"Appointing authority" means Director, Directorate of Tourism, Bihar in the context of post up-to Tourist Information Officer, and Principal Secretary/ Secretary, Department of Tourism, Bihar in the context of higher posts.(vi)"Tourist Information Centre" means centers to be opened time to time in future at important tourist places to develop tourism or centers as specified in Appendix-I.(vii)"Appendix" means appendix attached to these rules.(viii)"Cadre Controlling Authority" means Director, Tourism, Bihar in context of posts up to Tourist Information Officer and Principal Secretary/Secretary Department of Tourism, Bihar in context of higher Posts.(ix)"Grade" means any grade specified in rule-04;(x)"Fixed date" means the date of the commencement of these Rules; and(xi)"Direct recruitment" means appointment based on competitive examination held by the Bihar Staff Selection Commission.

### 3. Constitution of permanent strength service/cadre and converted designations of sanction posts in the department of Tourism of Bihar befitting that in central Government.

- (i) The following shall be converted designations from the fixed date of following sanctioned posts in different grades in Tourism Directorate, Bihar befitting available posts in Department of Tourism, Government of India:-

S.N.	Designation	Converted Designation	Remarks
1	Junior Typist Clerk	Information Assistant Grade-2	In conformity with the Department of Tourism, Govt. of India.
2	Senior Typist Clerk/Receptionist	Information Assistant Grade-1	Ditto/As above

### 4. Different grade and posts and authorized strength of post of the service.

(1) The following shall be sanctioned posts, strength of posts in different grades and appointing authorities in Tourism Directorate, Bihar in conformity with the available posts in the Department of Tourism, Government of India:-

S.N.	Designation	Pay scale Revised	Sanctioned/admissible strength	Classification	Appointing authority	Remarks
1	Information Assistant, Grade-2	Pay Band-1 Grade Pay-1900	31	Group-C	Director Tourism, Bihar	
2	Information Assistant, Grade-1	Pay Band-1 Grade Pay-2400	33	Group-C	Director Tourism, Bihar	
3	Assistant Tourist Information Officer	Pay Band-2 Grade Pay-4200	25	Group-C	Director Tourism, Bihar	
4	Tourist Information Officer	Pay Band-2 Grade Pay-4600	8	Group-B	Director Tourism, Bihar	
5	Assistant Director	Pay Band-2 Grade Pay-4800	6	Group-B	Principal Secretary/Secretary Tourism, Bihar	
6			02+01	Group-B		

Deputy Director	Pay Band-2 Grade Pay-4800	Principal Secretary/Secretary Tourism, Bihar
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(2) Pay scale given in sub-rule (1) of Rule-4 shall be deemed automatically-revised / amended in view of revision/amendment, from time to time, made by the state government. (3) The employees, working on the posts of Information Assistant Grade-2/ Information Assistant Grade-1/Assistant Tourist Information Officer/Tourist Information Officer/Assistant Director/Deputy Director, before commencement of these Rules, shall automatically be deemed to be the members of this cadre. An officer working on the post of Deputy Director earmarked for Bihar Administrative Service shall not be deemed to be included in it. (4) Marking of posts in different Information Centres/Headquarter will be made, by issuing notification in accordance with fixed sanctioned strength in sub rule (1) of Rule 4. (5) Information Assistant Grade-2 shall be the basic post for direct appointment. Direct appointment will be to the posts of 50% Information Assistant grade-1 and promotion will be given to the 50 percent posts from Information Assistants grade-2 on the basis of seniority. Direct appointment will also be to the posts of Assistant Tourist Information Officers and the promotion will be given to the 50 percent posts from Information Assistant Grade-1 on seniority basis and cent-percent posts of Tourist Information officer and Assistant Director as well as Deputy Director will be filled up by promotion on the basis of seniority. (6) All posts other than posts marked in appendix-1 in accordance with fixed sanctioned strength in sub-rule (1) of Rule 4 will be deemed to be marked for Directorate (Head- Quarter). Increase in strength of sanction posts in sub-rule (1) may be made from time- to-time, in consultation with the Finance Department.

## **5. Appointment to the post of Information Assistant Grade-2.**

(1) 75 percent posts of Information Assistant Grade-2 will be filled up by direct recruitment on the basis of Competitive Examination held, from time-to-time, for this purpose by Bihar Staff Selection Commission. Minimum educational and other qualifications for direct recruitment in this grade shall be as specified in appendix-2. (2) Rest 25 percent posts of Information Assistant Grade-2 will be filled up by promotion from group-"D" category of Tourism Directorate and by appointment on compassionate ground according to the necessity. Such promotion may be given on the basis of seniority and recommendation of Departmental Promotion Committee constituted for this purpose, in accordance with reservation roster. For promotion, completion of Kalawadhi as fixed, from time-to-time, by General Administration Department, Bihar shall be essential.

## **6. Appointment to the post of Information Assistant Grade-1.**

(1) 50 percent post of Information Assistant Grade-1 will be filled up by direct recruitment based on competitive examination from time-to-time, held for this purpose by Bihar Staff Selection Commission. Minimum educational and other qualifications for direct recruitment in this grade shall be as specified in appendix-2. (2) Rest 50 percent posts of Information Assistant Grade-1 will be filled up by promotion from Information Assistant Grade-2 category of Tourism Directorate. Such promotion may be given on seniority basis and recommendation of departmental promotion committee, setup for this purpose, in accordance with reservation roster. For promotion completion

of Kalawadhi as fixed time-to-time by General Administration Department, Bihar shall be essential.

## **7. Appointment to the Assistant Tourist Information Officer.**

(1) 50 percent posts of Assistant Tourist Information Officer will be filled up by direct recruitment based on competitive examination held from time-to-time, for this purpose by Bihar Staff Selection Commission. Minimum educational and other qualifications for direct recruitment in this grade shall be as specified in appendix-2. (2) Rest 50 percent posts of Assistant Tourist Information Officer will be filled up by promotion from Information Assistant Grade-1 category of Tourism Directorate. Such promotion may be given on seniority basis and recommendation of departmental promotion committee, setup for this purpose, in accordance with reservation roster. For promotion completion of Kalawadhi as fixed from time-to-time by General Administration Department, Bihar shall be essential.

## **8. Appointment to the Tourist Information Officer.**

- Post of Tourist Information Officer will be filled up by promotion from Assistant Tourist Information Officer Grade category of Tourism Directorate. Such promotion may be given on seniority basis and recommendation of departmental promotion committee, setup for this purpose in accordance with reservation roster. For promotion completion of Kalawadhi as fixed from time-to-time, by General Administration Department, Bihar shall be essential.

## **9. Appointment Assistant Director.**

- Post of Assistant Director will be filled up by promotion from Tourist Information Officer Grade category of Tourism Directorate. Such promotion may be given on seniority basis and recommendation of departmental promotion committee, setup for this purpose in accordance with reservation roster. For promotion completion of Kalawadhi as fixed from time-to-time, by General Administration Department, Bihar shall be essential.

## **10. Deputy Director.**

- Post of Deputy Director (except those which earmarked for Bihar Administrative Service) will be filled up by promotion from Assistant Director Grade category of Tourism Directorate on recommendation of departmental promotion committee. Such promotion may be given to Officers of Assistant Director Category who have passed Account Examination on seniority basis and recommendation of departmental promotion committee setup for this purpose in accordance with reservation roster. For promotion completion of Kalawadhi as fixed from time-to-time, by General Administration Department, Bihar shall be essential.

## 11. Departmental promotion committee.

- The promotion committee to consider appointment through promotion in Information Assistant Grade-2, Information Assistant Grade-1, Assistant Tourist Information Officer, Tourist Information Officer and Assistant Director will be consist to the following:-

- |  |               |
|--|---------------|
| (a) Director, Tourism, Bihar, Patna.   | - Chairperson |
| (b) A representative of Finance Department (Notbelow the rank of Joint Secretary)                | - Member      |
| (c) A representative of General AdministrationDepartment (Not below the rank of Joint Secretary) | - Member      |
| (d) A representative of S.C/S.T. nominated byGeneral Administration Department.                  | - Member      |
| (e) A Senior Officer of Bihar Tourism Service CadreEstablishment                                 | - Member      |
- (i)The promotion committee to consider appointment through promotion in Deputy Director will be consist of the follows:-
- |  |             |
|--|-------------|
| (a) The member of Bihar Public Service Commission  | Chairperson |
| (b) Principal/Secretary, Tourism, Bihar, Patna.  | - Member    |
| (c) Director, Tourism, Bihar, Patna.   | - Member    |
| (d) A representative of Finance Department (Notbelow the rank of Joint Secretary)                | - Member    |
| (e) A representative of General AdministrationDepartment (Not below the rank of Joint Secretary) | - Member    |
| (f) A representative of S.C/S.T. nominated byGeneral Administration Department.                  | - Member    |

## 12. Reservation.

- Provisions of reservation/roster and Kalawadhi fixed from time-to-time, by the State Government in promotion and appointment in the cadre will be followed.

## 13. Notification of appointment, posting etc.

- (i) All direct appointment to the post in the cadre will be made through Bihar Staff Selection Commission.(ii)The cadre controlling officer shall have power to transfer any post any time anywhere in the light of workload within the sanctioned post in the cadre.

## 14. Seniority.

- (i) Mutual seniority of members of the service appointed in any grade before the due date will be regulated in accordance with their mutual seniority as determined before that date.(ii)Mutual seniority of all grades appointed through direct recruitment will be determined only in accordance with the serial number of merit list of Bihar Staff Selection Commission.(iii)Mutual seniority of those persons who have been appointed through promotion will be determined in accordance with the date of their promotion.(iv)Determination of mutual seniority of those Officers/employees who have been appointed by direct recruitment and promotion will be made on the basis of the date they

came into service in promotion/appointment grade.

## **15. Training.**

- (i) Person appointed by direct recruitment after the scheduled date will be required to take such training or pass such departmental examination as prescribed from time-to-time by the Cadre Controlling Authority.(ii)To receive Training of at least four weeks of Hotel Management Institute, Hajipur/Bodhgaya, Hospitality Management organized by the department to get promotion for the members of the service will be necessary:Provided if it is not possible for reasons recording in writing to organize such training or departmental examination, the Cadre Controlling Authority having got advice from the concerned department may relax the necessity of this provision with approval of Departmental Principal Secretary.(iii)Syllabus of training etc. for those persons who are on probation period and have been appointed by direct recruitment will be, in accordance with the regulation, framed for this purpose by the Cadre Controlling Authority.

## **16. Confirmation.**

- (i) The person appointed on probation may be confirmed after completion of satisfactory probation period and passing the required Departmental Examination and Computer Ability Test along with completion of the required training.(ii)No increment will be admissible without passing the Computer Ability Test Examination after the first initial increment to the person appointed on probation.

## **17. Probation and period.**

- probation period: Information Assistant Grade-2/Information Assistant Grade-1/Assistant Tourist Information Officer recruited under rule 6, 7 and 8 will be on probation from the date of appointment. Probation period will be of two years. Whose services and activities are not found satisfactory their period of probation may be extended for one year. If in during the extended period the services are not found satisfactory, the person appointed on probation may be terminated from the service as per the government rule.

## **18. Other service conditions.**

- For this service, other service conditions will be the disciplinary action, leave, due retirement benefit, Assured Career Promotion Plan etc. which are not covered in these rules or those which are not separately notified for this service will be controlled by Bihar Government Servant (Classification, control and appeal) Rules 2005, Bihar service code other servant rules, orders and circulars etc. issued time to time by the state government.

## 19. Power to frame Regulation.

- The State Government will have right to frame the prescribed provisions in these rules as per requirement. To implement the provision of these rules administrative department may prescribe procedural regulations in conformity to the provisions of the rules. If there is any ambiguity in the interpretation of these rules, the interpretation given by the Law Department will be final.

## 20. Repeal and savings.

(1) From the date of the provisions of these rules coming into effect, all resolutions/orders/Circulars of Department/Directorate of Tourism hereinbefore related to them shall be deemed repealed. (2) Notwithstanding of such repeal, any work done or action taken under the said resolution/order/circular will be deemed to be under these Rules and as if these Rules came into force on the day on which such work was done or such action was taken. Appendix-1 Tourist Information Centre /Regional Office Conducted by the Government of Bihar

### 1. Regional Office/Tourist Information Center, New Delhi.

S. No.	Name of the post	Grade	Marked admissible force/post
1	Assistant Director	B	1 Post
2	Assistant Tourist Information Officer	C	2 Post
3	Information Assistant Grade-1	C	1 Post
4	Information Assistant Grade-2	C	1 Post
5	Office Attendant	D	2 Post

### 2. Tourist Information Center, Kolkata.

1	Tourist Information Officer	B	1 Post
2	Information Assistant Grade-1	C	1 Post
3	Information Assistant Grade-2	C	1 Post
4	Office Attendant	D	2 Post

### 3. Tourist Information Center, Varanasi.

1	Tourist Information Officer	B	1 Post
2	Information Assistant Grade-1	C	1 Post

3	Information Assistant Grade-2	C	1 Post
4	Office Attendant	D	2 Post
4. Tourist Information Center, Airport, Patna.			
1	Assistant Tourist Information Officer	C	2 Post
2	Information Assistant Grade-1	C	2 Post
3	Information Assistant Grade-2	C	2 Post
4	Office Attendant	D	2 Post
5. Tourist Information Center, Railway Station, Patna.			
1	Assistant Tourist Information Officer	C	2 Post
2	Information Assistant Grade-1	C	2 Post
3	Information Assistant Grade-2	C	3 Post
4	Office Attendant	D	3 Post
6. Tourist Information Center, Hotel Patliputra Ashok, Patna.			
1	Tourist Information Officer	B	1 Post
2	Information Assistant Grade-1	C	1 Post
3	Information Assistant Grade-2	C	1 Post
4	Office Attendant	D	1 Post
7. Regional Office/Tourist Information Center, Frazer Road, Patna.			
1	Assistant Director	B	1 Post
2	Assistant Tourist Information Officer	C	1 Post
3	Information Assistant Grade-1	C	1 Post
4	Information Assistant Grade-2	C	1 Post
5	Office Attendant	D	2 Post



## 8. Tourist Information Center, Patna Sahib.

1	Assistant Tourist Information Officer	C	1 Post
2	Information Assistant Grade-2	C	1Post
3	Office Attendant	D	1 Post

## 9. Regional Office/Tourist Information Center,Bodhgaya.

1	Assistant Director	B	1 Post
2	Assistant Tourist Information Officer	C	2 Post
3	Information Assistant Grade-1	C	1 Post
4	Information Assistant Grade-2	C	1 Post
5	Office Attendant	D	2 Post

## 10. Tourist Information Center, Gaya.

1	Tourist Information Officer B		1 Post
2	Assistant Tourist Information Officer	C	2 Post
3	Information Assistant Grade-1	C	2 Post
4	Information Assistant Grade-2	C	2 Post
5	Office Attendant	D	2 Post

## 11. Regional Office/Tourist InformationCenter, Rajgir.

1	Assistant Director	B	1 Post
2	Assistant Tourist Information Officer	C	2 Post
3	Information Assistant Grade-1	C	1 Post
4	Information Assistant Grade-2	C	1 Post
5	Office Attendant	D	2 Post

## 12. Tourist Information Center, Nalanda.

1	Assistant Tourist Information Officer	C	1 Post
2		C	1 Post

	Information Assistant Grade-2		
3	Office Attendant	D	1 Post
13. Tourist Information Center, Munger.			
1	Assistant Tourist Information Officer	C	1 Post
2	Information Assistant Grade-1	C	1 Post
3	Information Assistant Grade-2	C	1 Post
4	Office Attendant	D	2 Post
14. Tourist Information Center, Bhagalpur.			
1	Assistant Tourist Information Officer	C	1 Post
2	Information Assistant Grade-2	C	1 Post
3	Office Attendant	D	1 Post
15. Tourist Information Center, Vaishali.			
1	Assistant Tourist Information Officer	C	1 Post
2	Information Assistant Grade-2	C	2 Post
3	Office Attendant	D	1 Post
16. Tourist Information Center, Muzaffarpur.			
1	Tourist Information Officer	C	1 Post
2	Information Assistant Grade-1	C	1 Post
3	Information Assistant Grade-2	C	1 Post
4	Office Attendant	D	2 Post
17. Tourist Information Center, Raxaul.			
1	Assistant Tourist Information Officer	C	1 Post
2	Information Assistant Grade-2	C	2 Post
3	Office Attendant	D	1 Post

Appendix-2

S.No.

	Name of the cadre/post	No. of posts	P. band & grade pay	Name of Commission on the basis of whose recommendation appointment is to be done	Minimum & Maximum age limit for direct recruitment	Minimum educational qualification for direct recruitment
1	2	3	4	5	6	7
1	Information Assistant Grade-2	31	P. band-1, grade pay 1900	Bihar Staff Selection Commission	Determined by the government and time-to time revised as per the rule.	Intermediate/+(any university recognized by government/Board/C.B.S.E./I.C.S.E.) Diploma in Computer application (Government Institute or should be recognized by government).
2	Information Assistant Grade-1	16	P. band-1, grade pay 2400	Bihar Staff Selection Commission	Do	Intermediate/+(any university recognized by government/Board/C.B.S.E./I.C.S.E.) Diploma in Computer application (Government Institute or should be recognized by government). Having knowledge of foreign language will be preferred.
3	Assistant Tourist Information Officer	12	P. band-2, grade pay 4200	Bihar Staff Selection Commission	Do	Graduation (any university recognized by Government of India/ state) Diploma in Computer application (Government Institute or should be recognized by government). Diploma in Hotel Management/Tourism/Travel communication (Government Institute or should be recognized by government). Applicant should have knowledge of any foreign language other than English.
4	Tourist Information Officer	8	P. band-2, grade pay 4600		Do	
5	Assistant Director	6	P. band-2, grade pay 4800		Do	
6	Deputy Director	3	P. band-2, grade		Do	

pay 4800								
Appointing authority	Probation period	Training	Departmental examination & syllabus	Departmental promotion committee	Post of promotion	No. of posts	Pay scale	Cadre controlling authority
8	9	10	11	12	13	14	15	16
Director, Tourism	Minimum 2 years	Decided by the Government	According to the Rule 15	According to the Rule 11	Information Assistant Grade-1	17	P. band-1, grade pay 2400	Director, Tourism
Director, Tourism	Minimum 2 years	Decided by the Government	According to the Rule 15	According to the Rule 11	Assistant Tourist Information Officer	13	P. band-2, grade pay 4200	Director, Tourism
Director, Tourism	Minimum 2 years	Decided by the Government	According to the Rule 15	According to the Rule 11	Tourist Information Officer	8	P. band-2, grade pay 4600	Director, Tourism
Director,		Tourism Decided by the Government	According to the Rule 15	According to the Rule 11	Assistant Director	6	P. band-2, grade pay 4800	Principal Secretary/ Secretary, Tourism
Principal Secretary/ Secretary, Tourism		Decided by the Government	According to the Rule 15	According to the Rule 11	Deputy Director	3	P. band-2, grade pay 4800	Principal Secretary/ Secretary, Tourism
Principal Secretary/ Secretary, Tourism		Decided by the Government	According to the Rule 15	According to the Rule				