

Department of Tourism, Punjab
List of Regular Staff

Sr.No	Name of Official/ Employee	Designation	Contact No/ Email ID	Duties
1	2	3	4	5
1	Smt.Satvinder Kaur	Deputy Director	8054001071 skdecember26@gmail.com Official ID : dtpunjab@gmail.com	All the admn work such as Establishment, Cash Branch, Store Branch routed through Deputy Director Tourism to the Higher authority i.e. Director Tourism. In addition to this power of DDO of Plan and Non Plan are performed. Duties as second signatory of Punjab Heritage and Tourism Promotion Board also assigned to Deputy Director Tourism, PIO/RTI Tourism Branch.
2	Smt.Neelam Rani	Senior Assistant	9915920872 neelan.dot@gmail.com	Establishment Assistant (Online IFMS, Prepare the Administrative Report, Prepare Non Plan Budget, information regarding RTI applications received in the branch Establishment of related with IHM Bathinda and, Food Craft Institute Hoshiarpur
3	Sh.Rajesh Verma	Senior Assistant	9872707307 rajeshverma1975@gmail.com	Tourism planning work. Make Budget plan scheme, APIO-RTI, correspondence work with Ministry of Tourism, Govt. of India for release of Central Financial Assistance for the celebration of Fair& Festival, destination scheme and prepare budget speech for Hon'ble Governor and Finance Minister Punjab and work related with meeting of BOG/IHM Bathinda/Food Craft Institute Hoshiarpur.
4	Smt.Kusum Bhatt	Senior Assistant	7307652236 gokulavi13@gmail.com	Assistant (Cash), Prepare all Bills like Contingent Bills, Pay Bill, Online IFMS Bills, maintain the GPF ledgers , GIS, Income Tax and maintain cash book , issues of statement of GPF, GIS etc.
5	Smt.Maninder Kaur	Junior Assistant	9646992900 maninder.dot@gmail.com	Junior Assistant (Establishment) All PUC put up for further necessary action. keep the record maintained. English/Punjabi Typing, deal the miscellaneous cases related with establishment branch, online information, check the officials emails etc.)
6	Ms. Gurbaksh Kaur	Senior Assistant	78148-40217 gurbaksh.dot@gmail.com	Promoted as Senior Assistant on 2.6.17, Assigned the duties of Store and the orders to expedite the matter with Audit Paras will be given soon.
7	Sh Maninder Saini	Steno	9463390776 aninder.saini@yahoo.com	Steno typist (Tourism Branch) to put up all PUCs . English/Punjabi typing, online emails ,deal the cases related with Tourism Planning branch and miscellaneous work of Tourism Planning Branch.
8	Sh.Naresh Kumar	Clerk	94634-49464 dtpunjab@gmail.com	Duties of typing work, record keeper in store Branch, Audit Branch.
9	Ms. Kirandeep Kaur	Clerk	7508103209 Kaurkiran184@gmail.com	Dispatch Clerk (All diary and dispatch, Attend Telephone and keep the record of file movement to others Branch as well as Secretariat.)
10	Sh.Mohit Anand	Clerk	8054605544 innocentmohitanand@gmail.com	The Employee join on dated 29.12.16 as Clerk. He is assigning the duties of typing work, record keeper of Tourism Planning Branch.
11	Ms Savita Sharma	Clerk	9465931893 dtpunjab@gmail.com	The Employee Join on dated 14.09.76 as Clerk. She is assigning the duties of typing work, of Accounts Branch.
12	Sh. Bhupinder Singh	Driver	99144-10167 dtpunjab@gmail.com	Staff Car pool and Duty with Deputy Secretary culture.